

STUDENT HANDBOOK

1990-1991

**FORSYTH
TECHNICAL
COMMUNITY
COLLEGE**

**2100 Silas Creek Parkway
Winston-Salem, NC 27103**

STUDENT HANDBOOK

1990-1991

CHANGES IN REGULATIONS

All statements in this publication are announcements of present policies and are subject to change at any given time without prior notice. Forsyth Technical Community College reserves the right to make changes in program requirements and offerings, in regulations, and in fees. The College also reserves the right to discontinue at any time programs or courses described in this publication. While every effort will be made to give advance notice of any changes of programs or courses, such notice is neither guaranteed nor required. The College further reserves the right, at any time, to request the student to withdraw when it considers such action to be in the best interest of the student and of the College.

Forsyth Technical Community College
2100 Silas Creek Parkway
Winston-Salem, North Carolina 27103
Telephone: 723-0371

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WELCOME FROM THE PRESIDENT

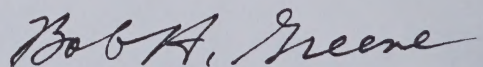
The Board of Trustees, administrators, staff, and I welcome you to Forsyth Technical Community College. We assure you that we will strive to make your time with us challenging and rewarding as you pursue your chosen field of study.

Each new year brings new opportunities and new challenges. We hope that you will take advantage of both while enrolled at FTCC. You are now one of an ever-increasing number of the population seeking to further their education in order to attain their goals and become more productive and self-fulfilled individuals.

With the addition of the college transfer program in 1989, FTCC has become a comprehensive community college. The college mission remains essentially the same as it has been from the beginning, to provide trade and technical training for local business/industry and educational resources and instruction to meet the need of the citizens within our service area. We are excited about and looking forward to serving the community as a comprehensive institution.

You, as a student, are a vital part of FTCC and our major goal is serving you. If I, any administrator, faculty member, or staff member can help you in reaching your goals, please do not hesitate to request assistance. Furthermore, we hope you will feel free to share any ideas you may have for improving the quality of our programs with any of our faculty members or administrators. When you succeed, we all succeed.

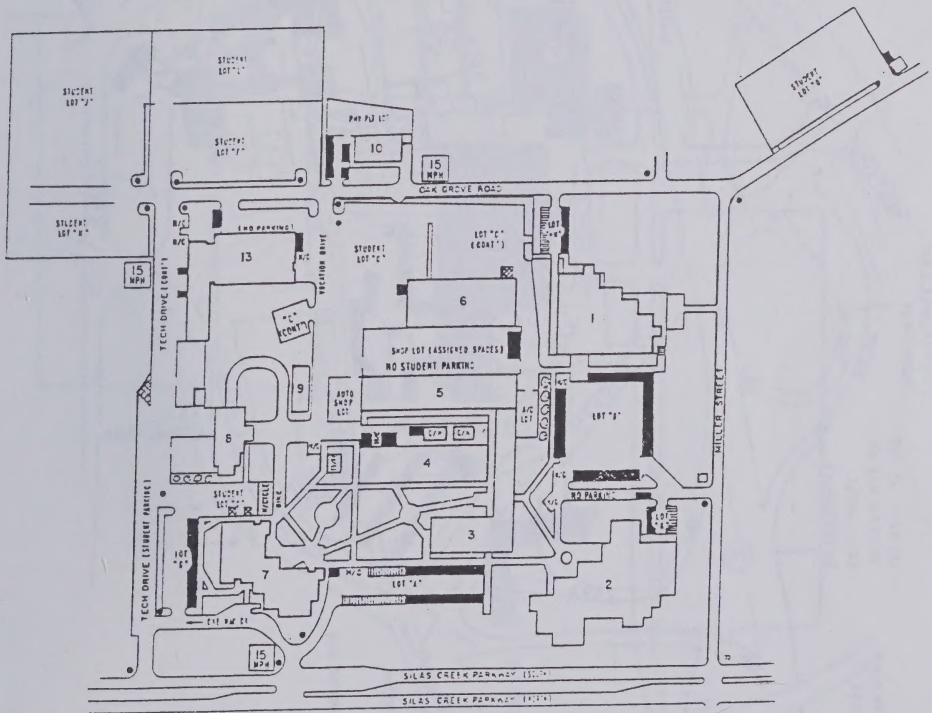
I hope you enjoy your time at Forsyth Tech and that it will enable you to achieve your educational and employment goals.



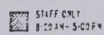
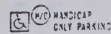
Bob H. Greene, Ed.D.
President

MAPS OF FACILITIES

MAIN CAMPUS



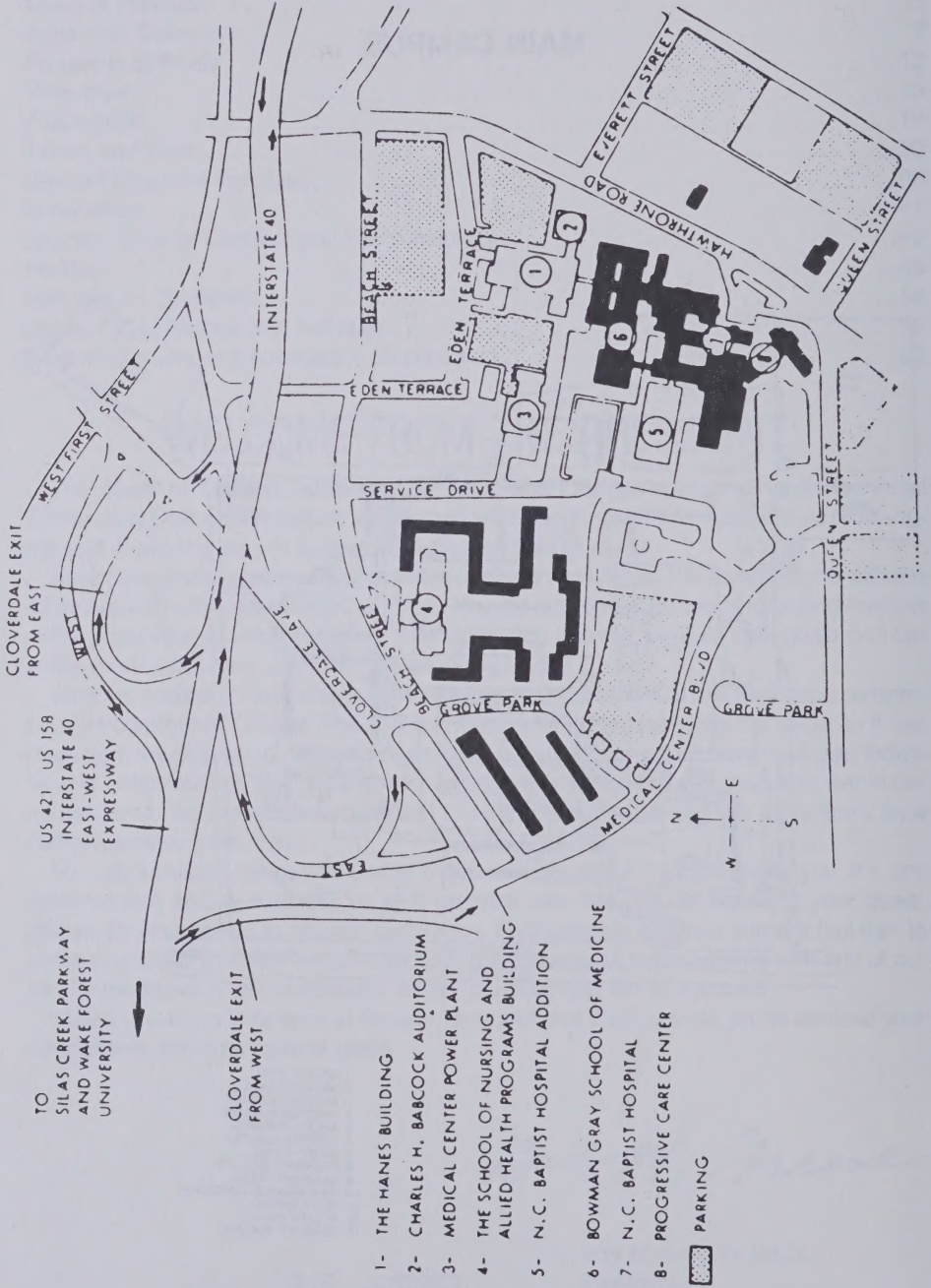
- 1 HAUSER HALL
- 2 ARDMORE HALL
- 3 PARKWAY BUILDING
- 4 WINSTON BUILDING
- 5 SALEM BUILDING
- 6 FORSYTH BUILDING
- 7 SNYDER HALL
- 8 PIEDMONT BUILDING
- 9 CAROLINA ANNEX
- 10 MAINTENANCE AND RECEIVING
- 11 WEST CAMPUS
- 12 ALLIED HEALTH
- 13 CAROLINA BUILDING



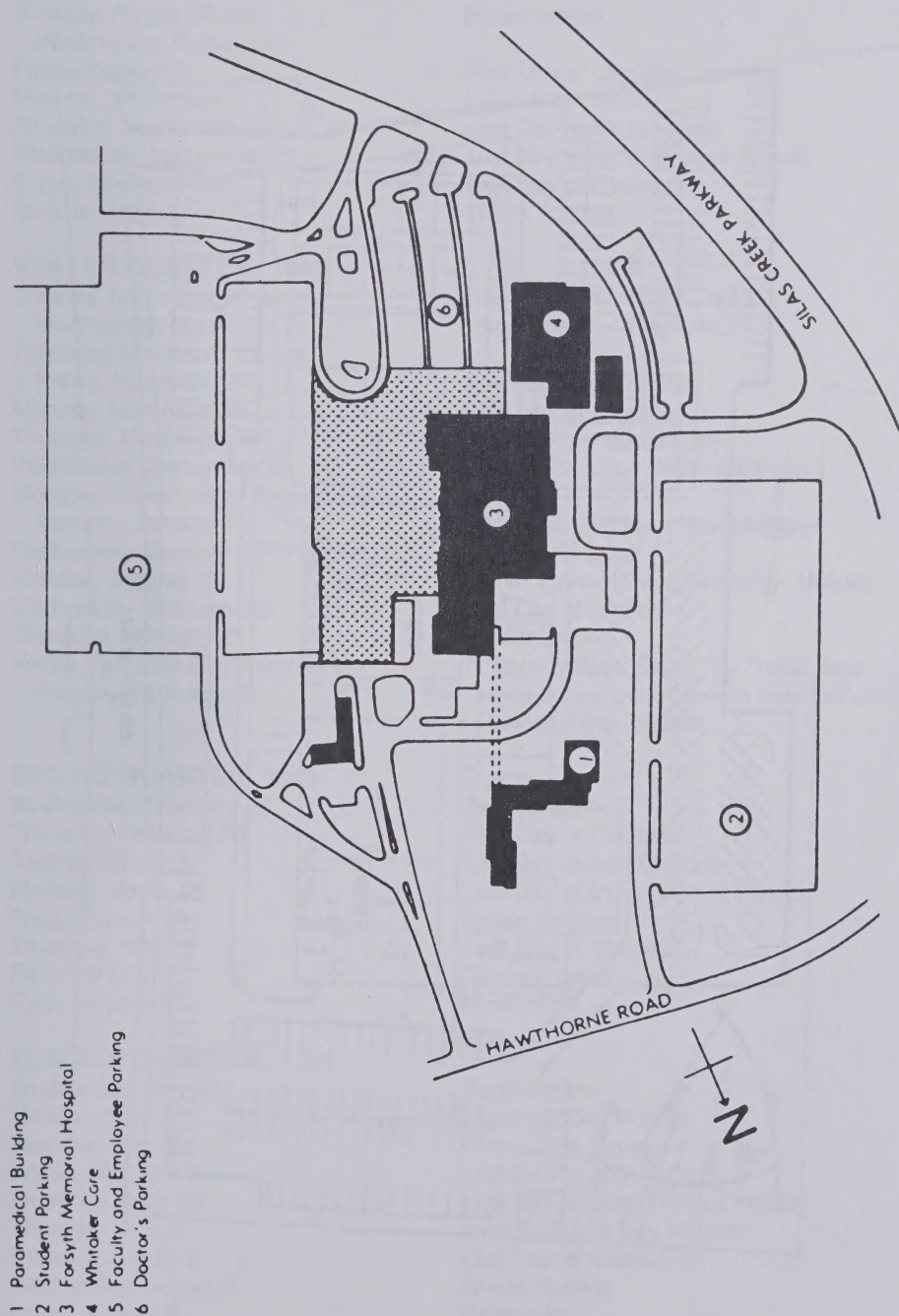
CAMPUS SPEED
LIMIT 15 MPH



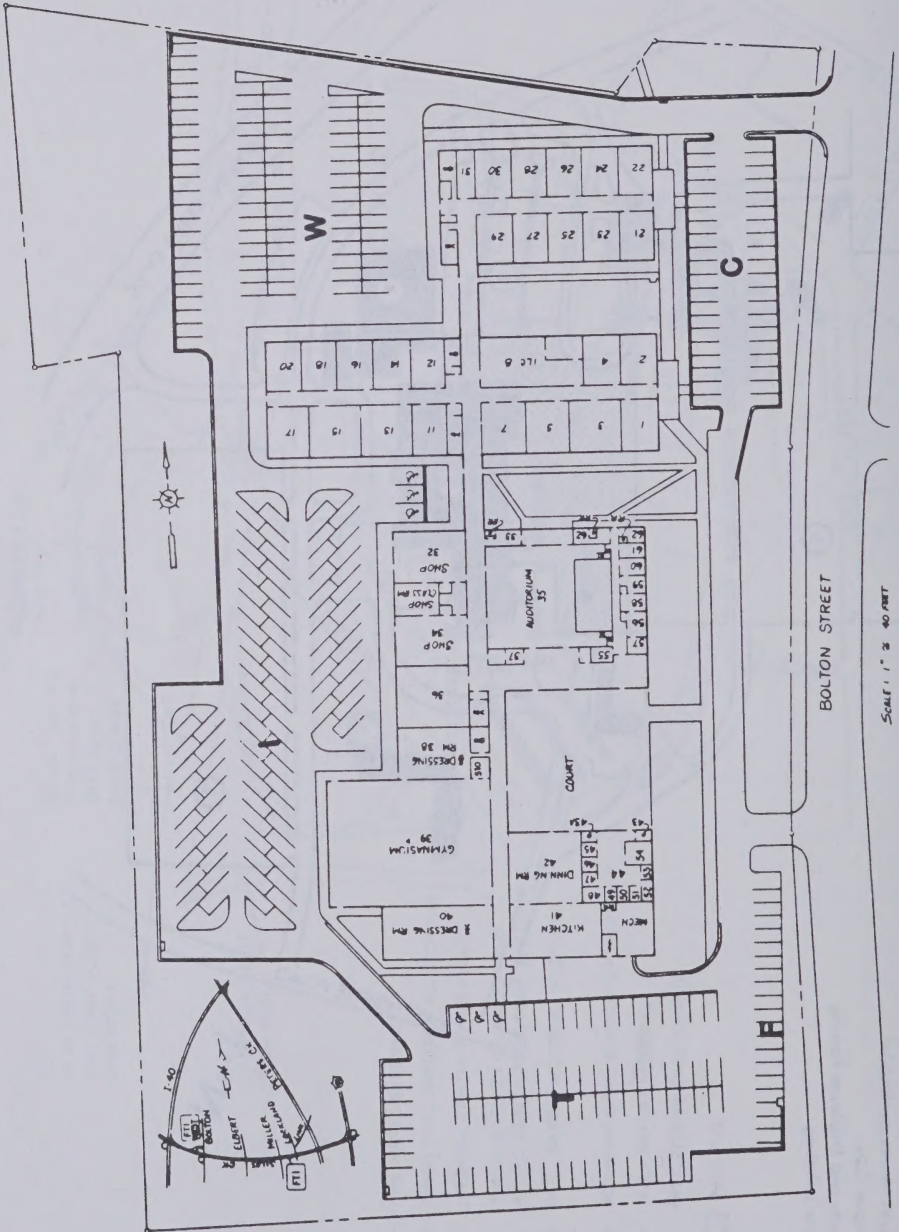
MEDICAL CENTER



FORSYTH MEMORIAL HOSPITAL



WEST CAMPUS



FORSYTH TECHNICAL COMMUNITY COLLEGE CALENDAR FOR 1990-1991

FALL QUARTER, 1990

Tuesday, August 28 and
Wednesday, August 29
Friday, August 31
Monday, September 3
Thursday, September 6
Wednesday, September 26
Friday, November 16
Monday, November 19

WINTER QUARTER, 1990

Tuesday, November 20 and
Wednesday, November 21
Thursday, November 22 and
Friday, November 23
Monday, November 26
Thursday, November 29
Wednesday, December 19
Monday, December 24 through
Tuesday, January 1
Wednesday, January 2
Monday, January 21
Wednesday, February 20
Thursday, February 21
Friday, February 22 through
Tuesday, February 26

SPRING QUARTER, 1991

Wednesday, February 27
Thursday, February 28
Tuesday, March 5
Monday, March 25
Friday, March 29
Thursday, May 16
Friday, May 17
Tuesday, May 21

SUMMER QUARTER, 1991

Wednesday, May 22
Monday, May 27
Tuesday, May 28
Friday, May 31
Thursday, June 20
Thursday, July 4
Tuesday, August 6
Wednesday, August 7
Friday, August 9

Registration

First Day of Classes
Labor Day Holiday
Last Day to Add Classes
Last Day to Drop Without Penalty
Last Day of Classes
Grade Posting

Registration—Night ONLY

Registration—Day ONLY

Thanksgiving Holidays
First Day of Classes
Last Day to Add Classes
Last Day to Drop Without Penalty

Christmas and New Year Holidays
Classes Resume
Martin Luther King's Birthday—Holiday
Last Day of Classes
Grade Posting

Faculty Work Days —These days
may be used to make up time lost due
to inclement weather.

Registration

First Day of Classes
Last Day to Add Classes
Last Day to Drop Without Penalty
Easter Holiday
Last Day of Classes
Grade Posting
Graduation

Registration

Memorial Day Holiday
First Day of Classes
Last Day to Add Classes
Last Day to Drop Without Penalty
Independence Day Holiday
Last Day of Classes
Grade Posting
Graduation



HISTORY

Forsyth Technical Community College can trace its beginning to early adult and high school vocational courses which were available in Winston-Salem. In 1958 a Chamber of Commerce Study Committee recommended that an Industrial Education Center be built to provide the trade and technical training needed by local industry. A bond issue provided the money to start construction of two buildings late in 1959, and the first adult classes were begun in October of 1960. In 1963 a third building was constructed, and new technical programs were added. That same year the North Carolina Legislature passed the Community College Act, creating a statewide system of Community Colleges, Technical Institutes, and Industrial Educational Centers. In January 1964 the name of the school was changed to Forsyth Technical Institute. The operation of the school was transferred from the Winston-Salem/Forsyth County Schools to a local board of trustees to govern the Institute following policies established by the State Board of Community Colleges and the State Department of Community Colleges.

Additional building construction throughout the years has allowed for program development and expansion to meet the increasing need for vocational and technical training. In 1984 a bond referendum provided funds for the acquisition of Dalton Junior High School, which became the Institute's West Campus, and for the construction of a high technology building, Hauser Hall. In July 1985 Forsyth Technical Institute became Forsyth Technical College. In December 1987 Forsyth Technical College became Forsyth Technical Community College.

MISSION

Forsyth Technical Community College is an open-door institution which offers adults the opportunities for learning that leads to gainful employment and effective community membership.

The College is dedicated to providing these opportunities through education and training in the college transfer, vocational/technical, and continuing education areas.

The purpose of the College is to provide:

- effective teaching and academic support services for adults;
- opportunities for adults who need to master basic education skills;
- vocational education and training for adults who are preparing to enter skilled trades;
- technical education and training for adults wishing to enter occupations in business, industry, and health services;
- technical, vocational, and self-improvement courses for adults;
- education for adults who wish to further their schooling at four-year institutions;
- employee training and retraining for business and industry in response to changing economic conditions.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

Discrimination

Applicants, employees, and students of Forsyth Technical Community College may lodge grievances involving alleged violations of their rights under the provisions of Title VI of the Civil Rights act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 with the Equal Opportunity/Affirmative Action Officer at (919) 343-4261 or the Assistant Secretary, Office for Civil Rights, 330 C. Street S.W., Washington, D.C. 20202. Inquiries may be directed to the equal opportunity affirmative action officer on employment and the dean of student services on admission at the College.

SPECIAL PROVISIONS FOR HANDICAPPED PERSONS

It is the intent of the College that all courses of study be accessible to qualified students. Handicapped persons should provide approximately one quarter of advance notice for the dean of student services in order to identify any special equipment needs and to facilitate adjustments in programs, facilities, or schedules, if needed.

Special services currently available for handicapped students include tutors and note-takers, a TTY (telephone for the deaf), and staff members with basic manual language skills. These free services may be arranged in the Individualized Learning Center and in the Counseling Center. Arrangements must be made through the counselor for special populations. The counselor can assist with any special provisions to assist in the learning process. Handicapped students who require attendant care are responsible for their own arrangements.

LOCAL ADVISORY COMMITTEES

Each curriculum has its own advisory committee. The committees are composed of representatives of local businesses, industries, and education and community organizations.

The advisory committees provide the necessary contact between the College and the community in an effort to maintain current and relevant programs of instruction to meet the need of the community.

LOCATION AND FACILITIES

The College's main campus is located at 2100 Silas Creek Parkway in the southwest section of Winston-Salem. The west campus is located at 1300 Bolton Street at the intersection of Bolton Street and Silas Creek Parkway. The health technology programs are housed in the Allied Health Building at North Carolina Baptist Hospital and in the Paramedical Building at Forsyth Memorial Hospital. All campuses are easily accessible from US Highway 52, North Carolina Highway 150, and Interstate Highway 40.

Off campus Individualized Learning Centers are located at the Forsyth County Public Library on West Fifth Street and Whitaker Care Center of Forsyth Memorial Hospital. ILC's are also available on main campus and west campus.

HOURS OF INSTRUCTION

Classes are scheduled between the hours of 7 a.m. and 11 p.m., Monday through Friday. Some courses are offered on Saturdays.

Students in health technology curriculums (particularly nursing curriculums) can expect clinical practice to be scheduled during any part of the 24-hour day, seven days a week.

ACCREDITATION

Forsyth Technical Community College is accredited by the Southern Association of Colleges and Schools.

The Associate Degree Nursing curriculum and the Practical Nurse Education curriculum are accredited by the North Carolina State Board of Nursing. Respiratory Care Technology, Radiologic Technology, Nuclear Medicine Technology, and Radiation Therapy Technology are accredited by the American Medical Association (AMA) through the Committee on Allied Health Education and Accreditation (CAHEA). Medical Sonography is in the process of accreditation with the AMA and CAHEA.

The College is a member in good standing of the American Association of Community and Junior Colleges.

Electronics Engineering Technology, Manufacturing Engineering Technology, and Mechanical Drafting and Design Technology are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET).

REGIONAL AUTOMOTIVE TRAINING CENTER

Forsyth Technical Community College was chosen to be a technical service training center for the Ford Motor Company in 1984. This center is one of only five college-based centers in the United States. This program provides the latest training on a continuous basis using Ford Motor Company's supplies, special tools, equipment, and technical materials. The Automotive Mechanics curriculum benefits through the use of the items provided by Ford Motor Company to keep the training consistent with new and advancing technology in the automotive field.



PROGRAMS OF STUDY

ASSOCIATE IN APPLIED SCIENCE DEGREE

Accounting	Horticulture Technology
Administrative Office Technology	Law Enforcement Technology
Architectural Technology	Manufacturing Engineering Technology
Associate Degree Nursing	Marketing and Retailing
Banking and Finance	Medical Sonography
Business Administration	Mechanical Drafting and Design Technology
Business Computer Programming	Nuclear Medicine Technology
Computer Engineering Technology	Paralegal Technology
Early Childhood Specialist	(In cooperation with DCCC)
Electromechanical Technology	Radiation Therapy Technology
Electronics Engineering Technology	Radiologic Technology
General Education	Real Estate
	Respiratory Care Technology

COLLEGE TRANSFER

Associate in Arts	Associate in Science
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VOCATIONAL DIPLOMA

Air Conditioning, Heating, and Refrigeration	Electronic Servicing
Automotive Body Repair	Graphic Arts—Printing
Automotive Mechanics	Machinist
Carpentry and Cabinetmaking	Masonry
Diesel Vehicle Maintenance	Plumbing and Pipefitting
Electrical Installation and Maintenance	Practical Nurse Education
	Welding

ADVANCED DIPLOMA

Electronic Servicing	Welding
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CERTIFICATE

Clerical Processing	Funeral Director
COBOL Programming	(In cooperation with Fay.TCC)
Diesel Vehicle Maintenance	Masonry
Fire Protection	Medical Transcription
(In cooperation with GTCC)	Microcomputing

Some curriculums may be available both day and evening. For specific information, contact the Admissions Office.

PERSONNEL
BOARD OF TRUSTEES

Chairman	Brian C. Miller
Vice Chairman	Selvey J. Boyer
Secretary	Dr. Bob H. Greene

APPOINTED BY THE GOVERNOR

	Term Expires
L. Hackett French	1991
Western Electric (Retired)	
Joyce E. Glass	1992
Registered Nurse, Medical Park Hospital	
Brian C. Miller	1993
President, Miller Mechanical, Inc.	
Dewitt E. Rhoades	1994
CEO, DERA, Inc.	

APPOINTED BY COUNTY COMMISSIONERS

Selvey J. Boyer	1991
Instructor, Parkland High School	
Frances D. Kirkman	1993
Registered Nurse/Homemaker	
Clyde F. McSwain	1992
Printing Instructor, Winston-Salem/Forsyth County Schools (Retired)	
Gordon B. Hughes	1994
AT&T (Retired)	

APPOINTED BY WINSTON-SALEM/FORSYTH COUNTY
BOARD OF EDUCATION

Beaufort O. Bailey	1992
Media Director, Winston-Salem State University	
Dr. Charlie B. Hauser	1993
Winston-Salem State University (Retired)	
North Carolina Legislator	
Dr. C. Douglas Maynard	1991
Bowman Gray School of Medicine	
Robert R. Gordon, Jr.	1994
Sr. VP, Personnel, RJR Tobacco Co.	

APPOINTED BY STUDENT GOVERNMENT ASSOCIATION

SGA President	Elected Yearly
(Nonvoting Member)	

ADMINISTRATIVE OFFICERS

Dr. Bob H. Greene	President
T. Glen Fleeman, Jr.	Executive Vice President, Program Services
Dr. Susan R. Allred	Executive Vice President, Administrative Services
Vacant	Vice President, Business Affairs
James A. Rousseau	Vice President, Planning and Development
Marvin L. Allen	Associate Vice President and Dean/Business Technologies
L. Tom Williams	Assistant Vice President and Dean/Continuing Education
Dr. James R. Winning	Assistant Vice President and Dean/Health Technologies
Larry V. Weaver	Administrative Assistant, Personnel and Evening Programs
Vacant	Assistant to the President for College Advancement
Pamela I. Whitley	Assistant to the President for Economic Development

OFFICE OF EXECUTIVE VICE PRESIDENT, PROGRAM SERVICES

T. Glen Fleeman, Jr.

Curriculum

Marvin L. Allen	Associate Vice President and Dean Business Technologies Division
Dr. Harley P. Affeldt	Dean, Engineering Technologies Division
Dr. Adeline E. Fain	Dean, College Transfer and Individualized Learning Center
Brian R. O'Connor	Lead Instructor
Grace B. Corey	Dean, General Studies Division
Laura W. Wyatt	Associate Dean, General Studies
	Department Chairperson/Pretechnical Program
Dr. James R. Winning	Dean, Health Technologies Division
Donald C. Shoaf	Associate Dean, Health Technologies Division
	Department Chairperson/Radiologic Technology

Continuing Education Division

L. Tom Williams	Assistant Vice President and Dean Continuing Education
R. Shelton Jones	Associate Dean, Occupational Extension
Dr. Sarah Hutslar	Associate Dean, Community Service Programs
Frances W. Proctor	Associate Dean, Health and Related Extension
Margaret M. Casey	Lead Instructor
James B. Weiss	Literacy Recruiter
J. Gregory Brown	Coordinator, Assessment/Retention
Anne M. Teachey	Assistant, Literacy Program
Jerri E. Cathey	Coordinator, Adult High School
Sarah C. Coleman	Coordinator, Adult Basic Education

OFFICE OF EXECUTIVE VICE PRESIDENT, ADMINISTRATIVE SERVICES

Dr. Susan R. Allred

Business Affairs

Vacant	Vice President
Joyce W. Keith	Director, Financial Services
Beverly A. Safarian	Supervisor, Computer Systems Operator/Programmer
Lester G. Brown	Director, Public Safety
Jerry D. Rogers	Director, Auxiliary and Physical Plant Services
Robert L. Wallace	Supervisor, Maintenance
Lillie B. Clark	Supervisor, Custodial and Housekeeping
Patricia M. Lewis	Supervisor, Faculty/Staff Service Center
Jean P. Young	Bookstore Manager
Becki M. Weaver	Director, Student Financial Services

Planning and Development

James A. Rousseau Vice President

Job Placement

Barbara J. Barringer Director

Library

Audrey B. Zablocki Director, Library Services
Thomas F. Gordon Reader Services Librarian
Polly C. King Head, Library Technical Assistant
Jennifer Y. Springs Library Technical Assistant
Brenda B. Bodsford Audiovisual Technician

Participant Service Center

Veronica M. Ford Director

Student Activities

Ken Bradstock Facilitator

Student Services Division

Susan Q. Phelps Dean, Student Services
Gloria L. Sexton Coordinator/WINS Project
Benjamin L. Howell Director, Counseling
Sam L. Beck Counselor
Charles R. King Counselor
Colleen R. Richardson Counselor
George McLendon Director, Admissions and Career Guidance
Sandra W. Suggs Admissions Counselor
Sherry Vaughn Admissions Counselor
E. Lorraine Wood Admissions Counselor
J. Bruce Shepherd Director, Records and Recruitment
Brenda A. Green Records and Registration Assistant

Visiting Artist

Jean Valjean Cutler Writer/Director

COLLEGE ADVANCEMENT

Vacant, Assistant to the President

Jean R. Perkins Coordinator, Public Relations
Patty McClive Printing Technician

ECONOMIC DEVELOPMENT

Pamela I. Whitley, Assistant to the President

Anne R. Hennis Director, Focused Industrial Training
Dr. E. Ann Tyndall Director, Small Business Center

SERVICES LOCATOR

Needs Concerning	Position	Location*
Academic Problems	Faculty Advisor or Counselor	MC, AHB, FMH
Academic Standing	Records Office	MC—Parkway Bldg.
Accidents	Public Safety Office	MC—Parkway Bldg.
Adult High School	Coordinator	WC—West Campus
Appealing Academic Suspension	Deans	MC, AHB
Appealing Disciplinary Action	Dean, Student Services	MC—Parkway Bldg.
Books and Supplies	Bookstore	MC—Snyder Hall
Cafeteria	Food Service	MC—Hauser Hall
Canteen	Food Service	MC—Snyder Hall, Hauser Hall, AHB, FMH, WC
Changing Curriculum	Admissions Office	MC—Parkway Bldg.
Class Rings (Purchase)	Bookstore	MC—Snyder Hall
Class Scheduling	Advisor	
Counseling	Counselors	MC—Parkway Bldg.
Credit Courses in ILC	Credit Course Coordinator	MC—Ardmore Hall
Deans' Offices	Business Technologies	MC—Hauser Hall
	Continuing Education	WC
	Engineering Technologies	MC—Winston Bldg.
	General Studies	MC—Snyder Hall
	Health Technologies	AHB
	Individualized Learning Ctr.	MC—Ardmore Hall
	Student Services	MC—Parkway Bldg.
	Continuing Ed. Office	WC
Extension Courses	Admissions Office	MC—Parkway Bldg.
Evening Curriculum	Administrative Assistant	MC—Ardmore Hall
Evening Director	Financial Aid Office	MC—Parkway Bldg.
Financial Aid	Records Office	MC—Parkway Bldg.
Graduation Intents/Review of Credits		
Housing	Counseling Center	MC—Parkway Bldg.
Information	Student Services	MC—Parkway Bldg.
Injury or Illness	Public Safety Office	MC—Parkway Bldg.
Job Placement	Placement Director	MC—Ardmore Hall
Library Reserach	Librarian	MC, AHB, FMH
Lost and Found	Public Safety Office	MC—Parkway Bldg.
Out-of-State Tuition	Admissions Office	MC—Parkway Bldg.
Parking Decal	Cashier	MC—Ardmore Hall
Paying Tuition and Fees	Business Office	MC—Ardmore Hall
Personal Matters/Physical Handicaps	Counselor	MC—Parkway Bldg.
President's Office	President, Exec. Vice Pres.	MC—Hauser Hall
Program Pin	Bookstore	MC—Snyder Hall
Public Safety	Public Safety Office	MC—Parkway Bldg., WC
Review and Remedial Work	Learning Lab Coordinator	MC—Ardmore Hall, WC—ILC
Records, Student	Records Office	MC—Parkway Bldg.
SGA Office	Officers	MC—Hauser Hall
Student Activities	Student Activities Facilitator	MC—Snyder Hall
Student Newspaper	Student Activities Facilitator	MC—Snyder Hall
Student Records	Records Office	MC—Parkway Bldg.
Tutoring Service	Tutoring Coordinator	MC—Ardmore Hall, ILC, AHB, FMH—Dept. Chair.
Veterans' Affairs	Director of Student Financial Services	MC—Parkway Bldg.

Weekend Director
Withdrawal from School

Information
Counselor/Counseling Center

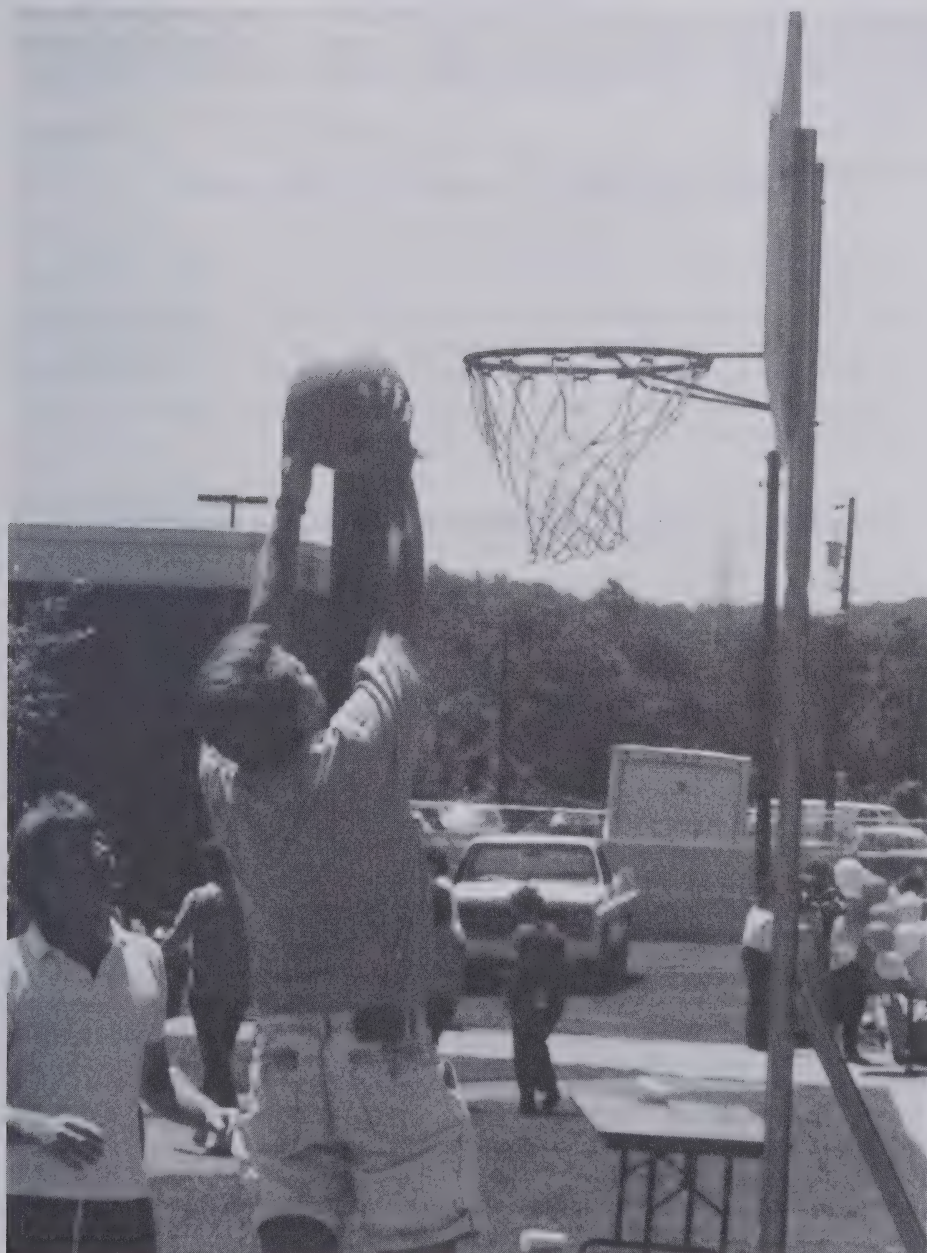
MC—Parkway Bldg.
MC—Parkway Bldg.

*MC—Main Campus

AHB—Allied Health Building at North Carolina Baptist Hospital

FMH—Forsyth Memorial Hospital

WC—West Campus



ACADEMICS

ORIENTATION AND REGISTRATION FOR NEW STUDENTS

All new students are required to participate in an orientation and registration session conducted by the counseling staff and faculty. The purpose of this session is to register the students and to acquaint them with personnel, faculty, and student organizations. The regulations, policies, and privileges of the College as set forth in the Catalog and Student Handbook are discussed and interpreted. Specifics on departmental rules and schedules for individual curriculums that entering students are required to be familiar with while enrolled are presented.

REGISTRATION FOR CONTINUING STUDENTS

Students must register and pay fees by the beginning of each quarter. The registration and prepayment dates for continuing students are posted during the latter part of each quarter. Each continuing student is required to meet with his advisor to determine a schedule of courses for the upcoming quarter. Any questions arising during this registration period concerning transfer credit for a course(s) should be directed to the appropriate admissions counselor. Tuition and fees must be paid on designated prepayment or registration days or students are subject to their registration being voided.

DROP/ADD, SCHEDULE ADJUSTMENT, AND LATE REGISTRATION

A student may drop and add classes during the drop/add period. Late registration for classes may be allowed if:

1. a class is not cancelled or closed;
2. a student has the consent of his advisor and has met admission and prerequisite requirements;

A student must pay the \$5.00 late registration fee at the time of late registration, unless he registers late at the request of the College.

COURSE NUMBERING SYSTEM

Courses are numbered in accordance with the system approved by the North Carolina Department of Community Colleges. Each course is designated by a three-letter prefix indicating the general subject area. A number indicating a specific course within an area follows the letter prefix according to the following rules:

- | | |
|--|-----------|
| 1. Pretechnical courses | 0001-0099 |
| 2. College transfer and technical courses | 0100-0299 |
| 3. Vocational courses | 1000-1099 |
| 4. Continuing education courses beyond high school | 2000-3099 |

SAMPLE COURSE LISTING

BUS	229	10	Taxes	2	0	3	3
Course Prefix	Course Number	Section Number	Course Title	Classroom Hours Per Week	Laboratory Hours Per Week	Practicum Per Week	Quarter Hours Credit
Contact Hours Per Week 5							

GRADING SYSTEM

The following grading system is generally used by Forsyth Technical Community College:

Number Grade	Letter Equivalent	Description	Quality Points Per Quarter Hour
94-100	A	Excellent	4
86-93	B	Good	3
78-85	C	Fair	2
70-77	D	Passing	1
Below 70	F	Failing	0
Withdrawal	W		
Passing	WP		
Failing	WF		
Incomplete	I		
Audit	Y		
Never attended	NA		

The letter equivalent system is used for recording and reporting grades.

W—Withdrawal

A W (withdrawal) is the grade given to a student who officially withdraws from a course through the 18th class day of a quarter.

WP—Withdrawal Passing

A WP (withdrawal passing) is the grade given to a student who at any time after the 18th class day of the quarter withdraws from a course with a passing grade.

WF—Withdrawal Failing

A WF (withdrawal failing) is the grade given a student who at any time after the 18th class day of the quarter withdraws from a course with a failing grade. A WF is computed in the grade point average equivalent to a grade of F.

Withdrawals (WP, WF)

A student may not withdraw from a class after the 50th class day of the quarter without permission of the instructor.

How to Withdraw Officially

Every student who is considering withdrawing from a class or from school should contact the instructor or Counseling Center to discuss the decision to withdraw. When the student initiates a drop, the date the student completes the Drop Form is considered the official withdrawal date by the Records Office. When the instructor initiates a drop, the date the instructor records on the Drop Form is the official withdrawal date.

1. **Withdrawal from a Class**

It is the student's responsibility to notify the instructor or Counseling Center in person or in writing of the decision to withdraw and to complete a Drop Form.

2. **Total Withdrawal from School**

A student who must withdraw from school before graduation, either permanently or temporarily, should withdraw officially. Students must notify their instructors or the Counseling Center in person and complete a Drop Form and the End-Of-Quarter Withdrawal Notice. This information is necessary to assure that the student's status at the time of withdrawal is clearly identified in order to expedite reentry, transfer of credit to another institution, or to provide potential employers with accurate education information. Veterans and financial aid recipients must notify the Office of Student Financial Services. When students fail to notify the Counseling Center, they may receive a failing grade from their instructor.

As stated in the attendance policy, no passing grade will be issued for a course(s) if, for whatever reason, a student has been absent 25% of the total officially scheduled class time. Under these circumstances, it is the responsibility of the instructor to initiate the Drop Form as soon as possible and submit it to the Records Office.

I—Incomplete

The grade of Incomplete is given only if a student has a valid reason for failure to complete the work on schedule. Illness, absence on company business, or circumstances beyond the student's control are considered valid reasons for noncompletion of work. The student must have advised his instructor of the circumstance before the end of the quarter and have been granted an Incomplete grade. The instructor must have specified the work to be made up in order to remove the Incomplete grade and a date within the following quarter by which the work must be completed. If the conditions necessary to remove the Incomplete grade will require additional hours of instruction, the student must reregister for the course. If, on the other hand, the student needs only to complete work without instructional supervision, this must be completed no later than the following quarter or the course must be repeated.

Any student who receives an Incomplete grade on a course that is a prerequisite for another course must make up the incomplete work by the end of the drop/add period if the student is registered for the next succeeding course. Should the student fail to remove the Incomplete grade by the end of the drop/add period, the student must drop the course which is dependent on the prerequisite.

If the Incomplete grade is not removed by the end of the quarter immediately following the quarter it was granted, it will remain permanently recorded.

Y—Audit

Students auditing courses are not required to take examinations or hand in written work but may do so if they wish. No grade or credit toward a diploma is given. An audit may not be changed to credit or credit changed to audit after the last day of the drop/add period. Normal attendance policies will apply. Students withdrawing during the quarter will be given the grade of W.

The Audit Request is available in the Counseling Center or from the appropriate division dean. It must be submitted to the Records Office for processing before the end of the drop/add period.

ACADEMIC STANDING

To be in good academic standing, an entering student must have earned a grade point average of 2.0 by the end of the first quarter, and a cumulative grade point average (GPA) of 2.0 must be maintained thereafter.

A student who does not earn the required GPA in any quarter will be placed on academic probation for the following quarter.

A student will automatically be removed from probation when he earns the required cumulative GPA.

A student on academic probation who does not earn the required GPA in the next quarter may be required to register for a reduced load, or he may be required to withdraw from the curriculum. The student may be directed to a more suitable curriculum.

Students in some curriculums may have special grade progression policies. These policies will be given to the student at the beginning of course study. Students who do not meet the requirements of these policies will be dropped from the curriculum.

Each student enrolled in the College is expected to be aware of his academic status at all times and to be responsible for knowing he has failed to meet the requirements for continuing in school. Instructors, faculty advisors, and counselors are available for conferences, but it is the responsibility of the student to seek extra help if it is needed.

At the end of each quarter, each departmental Academic Review Committee meets to review students' academic standing. If a student's standing is changed in any way, other than removal from probation, the student will be notified in writing by the respective division dean.

ACADEMIC APPEAL

When a student wishes to appeal the decision of the division Academic Review Committee, he must appeal in writing to the appropriate division dean within 24 hours after the date of receipt of grades.

The dean will convene the division Academic Appeal Committee which will hear the appeal and make a recommendation to the dean. The dean will make the final decision and notify the student, the department chairperson, and the advisor in writing.

COURSE REPEAT RULE

The last grade earned on a repeat course, whether F or higher, will be the grade computed for GPA. Withdrawal grades of W or WP will not be considered as repeat grades. A grade of WF will be considered as a repeat grade.

If a student fails any course in his curriculum, he must repeat the course until a passing grade is received; otherwise, he cannot receive a diploma, certificate, or degree. The student is responsible for scheduling makeup courses required for graduation.

If a student fails one of the courses in the major subject area, he may be referred to the Counseling Center.

GRADE REPORTS AND TRANSCRIPTS

Shortly after the end of each quarter, student grade reports are mailed.

Transcripts of the student's records cannot be sent to other schools, prospective employers, or to the student himself, unless an official written request is made by the student to the Records Office.

Grade reports and transcripts are withheld until all student obligations to the College have been met.

ADVISOR/ADVISEE PROGRAM

Because problems of communication often impersonalize student/faculty relationships, Forsyth Technical Community College has an advisor/advisee program which is designed to provide a more personal atmosphere for the student and to increase communication between students and faculty. Each student is assigned a curriculum advisor. Through periodic conferences between the student and advisor, it is hoped that the student will be better able to choose his academic program from quarter to quarter and that potential problems can be solved.

Each advisor will post regular office hours so that the student can arrange conferences to discuss or explore any problem or condition. The advisor will assist the student during registration. Students are not allowed to register without proper advising.

Each student is assured that all discussions are confidential. When necessary, he may be referred to the Counseling Center.

ATTENDANCE

Students are expected to attend all class, laboratory, shop, practicum, and clinical experience sessions. Students have full responsibility for accounting to their instructors for any absence and should report to their instructors as soon as possible to determine if and when work may be made up.

Students are expected to report for class, laboratory, shop, practicum, and clinical experience on time. Habitual tardiness may, at the discretion of the instructor, be considered in computing attendance.

A student must satisfy the instructor that they should be permitted to remain in a course and attend classes after incurring absences in excess of the following:

1. three (3) hours of class;
2. two (2) practicum (shop, laboratory, or clinical experience) sessions which meet for two (2) or more hours;
3. two (2) hours of class and one (1) practicum (shop, laboratory, or clinical experience) session which meets for two (2) or more hours.

When a student is absent from a class and a practicum (shop, laboratory, clinical experience) session which meet consecutively, each session missed will be counted as an absence.

Students will be informed in writing no later than the second class meeting when a course requires any special attendance rules different from those listed above. These special attendance rules must be on file in the office of the appropriate dean.

Class attendance is calculated from the first officially scheduled class meeting, which includes the drop/add period, through the last scheduled meeting.

No passing grade will be issued for a course if, for whatever reason, a student has been absent 25 percent of the total possible class time per course per quarter.

CLINICAL EXPERIENCE IN HEALTH PROGRAMS

1. Clinical hours in any of the health curriculums may be scheduled during any part of the 24-hour day, seven days a week.
2. Students will be informed in writing no later than the second class meeting when a clinical course requires any special attendance requirements.
3. In order to pass clinical courses, students must pass all critical requirements for the course.
4. Required uniforms must fit neatly in order for the student to meet the dress code of both the College and the clinical facilities.
5. There are certain areas (i.e., operation room obstetrics, isolation rooms) in the hospitals that require special hospital garments. Due to infection control, hospital policy requires that only those garments supplied by the hospital be used. Any student who is unable to wear and be covered by these garments will not be allowed to go into that clinical area and this may jeopardize their ability to complete the curriculum.
6. Failure to meet any dress requirements may jeopardize the student's ability to continue in a curriculum.

STUDENT CLASSIFICATION

Full time:	A student who is enrolled in 12 or more quarter hours of course work.
Part time:	A student who is enrolled in fewer than 12 quarter hours of work.
Special:	A student who is enrolled in credit courses but who is not working toward a diploma. A special student must meet the regular admissions criteria (see Special Credit Policy).
Audit:	A student who is enrolled in regular course work but who is not receiving credit for work undertaken.
Freshman:	Any student who has earned fewer than 45 credit hours.
Sophomore:	Any student who has earned 45 credit hours or more.

PRETECHNICAL PROGRAM

This program offers a series of courses for preparation, remediation, and academic guidance for students who, for a variety of reasons, do not meet the specific entrance requirements for a curriculum of their choice. Students whose academic records indicate that they may have difficulty in a curriculum of their choice may also be advised to take remedial course work in the Pretechnical Program.

The student's academic study program is individually designed to meet each student's specific needs. The program provides students with an opportunity to build academic skills and acquire the background which should facilitate success in their desired curriculum.

SPECIAL CREDIT POLICY

A special credit student is one who is taking one or more curriculum credit courses but who is not enrolled in a specific curriculum. Special credit students are permitted to register for some credit courses without having to be admitted as a regular curriculum student, provided that prerequisite requirements have been met and that such registration does not preempt students enrolled in a degree, diploma, or certificate curriculum. Some credit courses will not be available to special credit students without prior instructional division approval.

For admission to Forsyth Technical Community College, a special credit student needs to complete the student application and be a high school graduate. All special credit students are required to take the Assessment and Placement Test and furnish an official transcript, unless waived by the Admissions Office. Special credit students must submit an updated application and meet regular admission requirements if they desire to be approved or reclassified as a curriculum student. Satisfactory completion of courses as a special credit student does not guarantee admission to a curriculum.

When a student reaches 30 credit hours, he will be advised to seek admission into a curriculum, but there are no limitations on the number of credit hours earned by a special credit student. All credit hours will be evaluated for application to curriculum admission when and if the special credit student applies.

Generally, students are approved for special credit status in the following circumstances:

1. The student desires to take some relevant credit courses prior to his being able to start a specific curriculum. The student may desire to complete these courses before entering that curriculum in order to reduce course load once in the program once he improves his chance for success.
2. The student desires to take specific courses, but his educational goals do not include pursuing and completing a curriculum at Forsyth Technical Community College.
3. The student who has been denied admission into a specific curriculum that has already reached its quota at the time of his application but who wishes to complete the related courses.

All policies, rules, and Code of Conduct apply to special credit students. Special credit students are not eligible for any form of financial aid through the College.

Those students who are determined to be in the Pretechnical Program based on placement test scores are not eligible to be considered as special credit students.

READMISSIONS

Students who have withdrawn in good academic standing should contact the Admissions Office to update their application. If the application for readmission is for a different curriculum, standard admission requirements for new students will apply.

Students who have withdrawn while on academic probation or who have been suspended for academic deficiencies must reapply through the Admissions Office. Approval for readmission for the same curriculum or an alternate selection will be based on the applicant's ability and aptitude, the time elapsed since withdrawing, recommendations of the Academic Review Committee, and the applicant's career objectives. Students granted readmission may have course load restrictions, specific grade requirements, and/or required counseling sessions in order to remain enrolled in the curriculum. When good academic standing has been reestablished, the restriction(s) will be removed.

There are specific additional guidelines for reentry into all of the health curriculums. These guidelines may be obtained from the Admissions Office.

Former students who reapply for admission may be asked to supply the Admissions Office with transcripts and test scores.

Students who have been suspended for disciplinary reasons cannot be readmitted without submitting a request for approval from the dean of student services.

INDEPENDENT STUDY

Independent study provides an alternate means for a student to earn credit for certain required courses. It should be used only when it has been determined that it would create an unreasonable hardship for the student to wait for the course to be available. Guidelines to be used are as follows:

1. To be considered for independent study, the student must file a Request for Independent Study form with their advisor who will review the request and forward it with suggestions to the division dean for final action. The form should be completed during registration, and the student must register for the course during the registration period.
2. Acceptable reasons for allowing a student to take an independent study are: (1) one-time course sequencing difficulties, (2) scheduling problems that were no fault of the student, (3) needing the course for graduation at the end of the quarter.
3. A student will not be approved for independent study if his cumulative GPA is less than 2.0 or if he has failed or withdrawn failing from the course in question.
4. A student will not be allowed to take more than two courses as independent study during the entire time in a curriculum. Exceptions require special approval from the division dean.
5. All independent studies must be taught by a full-time instructor.

PROFICIENCY EXAMS

A student who has been approved for admission or a student already enrolled in a program of study may request to take a proficiency exam for a course for which a proficiency is available. The student must complete a Request for Proficiency Exam form prior to taking a proficiency exam or no later than the tenth class day of the quarter after initial enroll-

ment in the course. A student who withdraws from a course after the tenth day and has not formally submitted a request form cannot earn credit by proficiency exam. A student may take a proficiency exam for a given course only once in a twelve-month period. A \$10.00 nonrefundable fee is assessed for each proficiency exam. Information on how to request to take a proficiency exam can be obtained from the appropriate division dean or the Counseling Center.

TRANSFER STUDENTS

Applicants who have attended other institutions of higher learning may transfer credits in courses comparable in content, objective, quality, and credit hours to those offered at Forsyth Technical Community College. Direct transfer of credits may be granted if the student is transferring from an institution that is regionally accredited or is a member of the North Carolina Community College System. Provisional transfer credit may be granted if the student is transferring from an institution that is not regionally accredited or is not a member of the North Carolina Community College System but is recognized by the Council on Post-Secondary Education (see Provisional Transfer Credit).

No grade lower than a C may be transferred from other institutions. Courses taken on pass/fail basis will be considered only after receiving information on requirements necessary to receive a pass grade. All final transcripts for transfer credit for questionable courses will be made by the director of admissions and career guidance after consultation with appropriate departmental chairpersons. A written evaluation will be sent to the student.

Credits transferred from other schools will be reflected on students' transcripts as hours earned and will not be used in the computation of grade point averages. When a student transfers between curriculums within Forsyth Technical Community College, credits attempted, including grades, hours earned, and quality points, will be forwarded to any curriculum where the courses are identical. A student's initial cumulative grade point average in a new curriculum will be computed from the credits forwarded to that curriculum. For courses that are not identical but comparable, credit will be granted in the same manner as courses transferred from another institution. Such courses will not be used in computing grade point average; only hours earned will be transferred.

Many courses with a technical or skill content have time limitations on the acceptance of transfer credit. This includes credits earned at other institutions and/or credits earned at Forsyth Technical Community College. Generally, courses in this classification taken more than five years before entry into the College cannot be considered for transfer purposes. A complete list of these courses and the specific time limitations are maintained by the Admissions Office. In such instances, students may challenge out-of-date courses by proficiency examinations when appropriate and available.

Inquiries concerning transfer credits granted must be made to the admissions counselors during the student's first quarter of enrollment. If the student is not satisfied with the transfer credit as granted, requests should be made in writing to the director of admissions and career guidance who will confer with the appropriate divisional dean. After deliberation between the divisional dean and the director of admissions and career guidance, the student will be notified of the final decision on transfer credit to be granted.

PROVISIONAL TRANSFER CREDIT

Students transferring from an institution not regionally accredited but recognized by the Council on Post-Secondary Accreditation (COPA) may be granted provisional transfer credit under the guidelines and procedures as set forth by the Admissions Office and approved by the president.

1. Any applicant from institutions that are not regionally accredited or that are not members of the North Carolina Department of Community Colleges must meet all the requirements for admission as an entering student in the specific curriculum.
2. Upon receipt of an official final college transcript, credit will be determined according to FTCC curriculum guidelines, and the student will be notified of courses provisionally accepted toward graduation. Grades lower than a C will not be considered for transfer. Courses completed on a pass/fail basis can be considered only upon receipt of information on requirements necessary to receive a passing grade.
3. Students must satisfactorily complete 24 quarter hours of credit academic work at FTCC before provisional transfer credit is officially accepted and recorded. The term "satisfactory" means the student has a minimum 2.0 cumulative grade point average in FTCC course work and meets any other academic requirements necessary to continue in the specific curriculum at the College.
4. It will be the responsibility of the student to request that provisional transfer credit be officially accepted after the minimum quarter-hours-in-residence have been met. The request should be made to the director of records and registration.
5. Between initial enrollment and acceptance of transfer credit, students must complete prerequisite courses at FTCC.

Note: In some technical or skill-level courses, proficiency examinations (when appropriate and available) might still be necessary to determine proper academic placement.

TRANSFER OR EARNED CREDIT BETWEEN FTCC CURRICULUMS

Credits earned in any Forsyth Technical Community College two-year curriculum may be credited toward a diploma curriculum upon evaluation and acceptance by the director of admissions and career guidance. Credits earned in a diploma curriculum are not acceptable for transfer to an associate degree curriculum but may be credited toward a second diploma major.

TRANSFER TO SENIOR COLLEGES AND UNIVERSITIES

The College Transfer program is designed to provide a quality educational experience equivalent to the first two years of a basic college education. Students who have earned the degree of A.A. (Associate in Arts) or A.S. (Associate in Science) can transfer to most public or private senior institutions with full junior-year standing. A minimum G.P.A. of 2.0 is required for acceptable transfer credit.

The program enables the student to prepare for virtually any area of major interest. It covers six (6) full quarters, and offers courses in mathematics, literature and grammar, humanities, physical education, and the social and physical sciences. Counselors and advisors are available to assist students in planning acceptable programs for transfer to the desired college or university.

Students who need to improve their academic skills or gain credit for courses not taken in high school can do so through pretechnical noncredit courses.

Credits earned in technical level courses at Forsyth Technical Community College may be transferred to similar programs at other institutions. Acceptability of any transfer credit is determined by the institution to which the student wishes to transfer.

The Career Guidance Center maintains a list of senior colleges and universities that currently accept some or all of the credit earned in a technical level (Associate in Applied Science) curriculum. However, it is the student's responsibility to contact the Admissions Office of the receiving institution for transfer information.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974 provides many safeguards regarding the confidentiality of and access to student records.

1. Students may review their educational records by making a written request to the director of records and registration.
2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the students as dependents and for credentialing, auditing, or accrediting organizations. The dean of student services will make the final decision concerning access to records.
3. Official transcripts will be issued only when a written request is received from the student. Transcripts from high schools or other colleges will not be released.
4. Forsyth Technical Community College does not publish or distribute directory information or any personally identifiable information.
5. Authorities with court orders are permitted to review records in the presence of Student Services administrative staff.

SEALED RECORDS

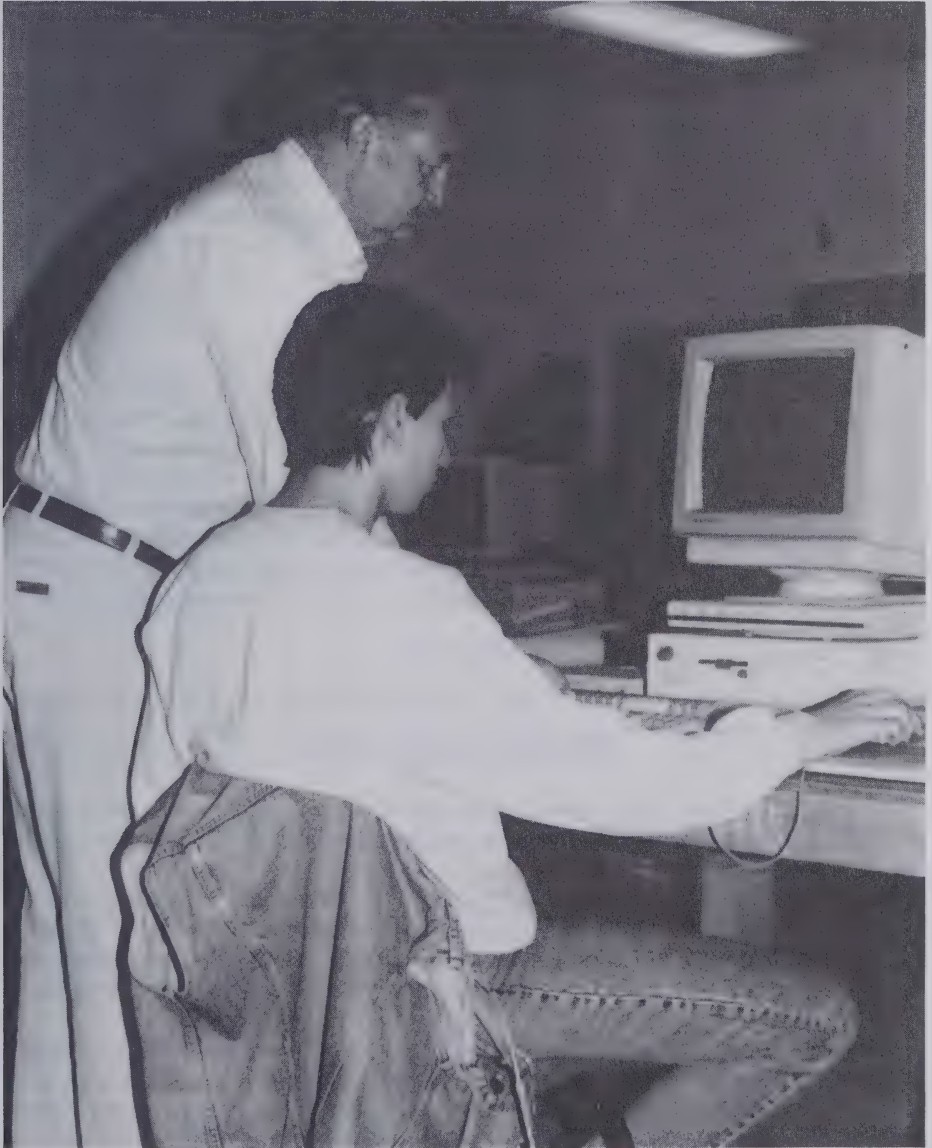
A student's records may be sealed from the student's review and closed for purposes of readmission and grade posting due to financial debt to the school or litigation involving the student and the school. Inquiries regarding sealed records should be directed to the dean of student services. Transcripts will not be issued as long as the file remains closed.

ADULT HIGH SCHOOL DIPLOMA PROGRAM

Forsyth Technical Community College in cooperation with the Winston-Salem/Forsyth County Schools offers day and evening courses for high school credit. Students can earn an Adult High School Diploma by completing the specified course requirements. Information on requirements and application to enter the program can be obtained in the Admissions Office. Application materials must be on file at least two weeks before the beginning of the quarter. There is no registration fee, but students are responsible for purchasing their books, supplies, and parking decals.

Adult high school students are subject to all rules and regulations specified in this handbook that apply. Specifically, students should be aware of the Student Code of Conduct.

The Adult High School Diploma Program has a strict attendance policy because of an agreement with the Winston-Salem/Forsyth County Schools. In order to receive high school units of credit toward graduation, students must attend class as follows: only two (2) absences allowed for a 66-hour course, and only one (1) absence allowed for a 33-hour course, three (3) tardies equal one (1) absence, an unexcused partial cut equals one (1) absence.



TUITION AND FEES

TUITION

The College receives funds from local, state, and federal sources. Tuition charges are set by the State Board of Community Colleges and are subject to change without notice.

Tuition:

12 quarter hours or more	\$105.00 per quarter
Less than 12 quarter hours	\$8.75 per quarter hour
Late registration fee	\$5.00

No tuition is charged for noncredit classes in the Continuing Education Division. However, a registration fee of \$25.00 may be charged. No tuition or fee is charged for Adult Basic Education courses. Normal tuition rates will apply if courses are taken in the ILC for curriculum credit. No tuition is charged for individuals aged 65 and over. Supply fees of \$10.00 or \$5.00 are set to meet instructional needs in certain types of courses.

OUT-OF-STATE RESIDENCY

A student who is not a legal resident of North Carolina must pay nonresident tuition. A person is not deemed eligible for the resident rate of tuition unless he has established and maintained his legal residence for tuition purposes in North Carolina. Currently, out-of-state tuition is \$81.75 per quarter hour or \$981.00 per quarter for a full-time student. Residence for tuition purposes is determined at the time of admission and approval.

Students who are in doubt as to their status as a resident should request clarification by consulting the director of admissions and career guidance before registration. Students may appeal their residence for tuition classification rendered by the director of admissions and career guidance.

STUDENT ACTIVITY FEE

It is the policy of this College that a student activity fee be charged. The activity fee for curriculum students will be collected during each quarter's registration according to the following schedule:

12 or more credit hours	\$5.00
6 to 11 credit hours	\$4.00
less than 6 credit hours	\$1.00

Each student becomes a member of Forsyth Technical Community College's Student Government Association when they pay the student activity fee. The term "activity fee" may be misleading because the fee is used for more than just providing activities. Following is a list of expenses covered by the student activity fee.

1. **Graduation expenses** are partially covered. It costs over \$25.00 per student to hold a graduation ceremony. Currently, students pay a graduation fee of \$10.00 for each diploma received.
2. **TECHNICALLY SPEAKING** is a student newspaper published quarterly.
3. **Student activities and entertainment** such as cookouts, Christmas dances, and end-of-the-year spring flings are free to students.
4. **Athletic involvement** is provided for students by participation in Winston-Salem city league sports such as basketball and softball. Sporting equipment as well as registration fees are paid for out of the student activity fee budget.
5. **All Student Government Association expenses** are paid for out of student activity fee funds. Expenses include a portion of the student activities facilitator's salary, supplies and materials for use in the SGA Office, and all SGA printing expenses.
6. **Attendance at SGA conferences** is a major expense of the SGA. FTCC is a member of the North Carolina Comprehensive Community College (N4C) Student Government Association. The N4CSGA offers three conferences each year. These conferences offer workshops and seminars to better prepare students to lead the SGA's on their campuses.

The expenses listed above constitute the major uses of the student activity fee each student pays. For more details about the budget or to become involved in any of the activities listed above, contact the student activities facilitator in Snyder Hall.

BOOKS AND SUPPLIES

Textbooks and supplies are not furnished by the College but are the responsibility of the student and may be purchased at the bookstore. The cost of books and supplies varies from curriculum to curriculum and from quarter to quarter.

UNIFORMS

Uniforms and other special wearing apparel shall be paid for by the student. The initial cost of uniforms and special equipment in the various health curriculums is estimated at \$300.00. Students should inquire for details in the Admissions Office.

OTHER FEES

No laboratory, breakage, or property damage fees will be charged to students. However, in case of breakage or damage due to gross negligence or maliciousness, a student will be expected to reimburse the College. Academic credit and official transcripts may be withheld until proper payment is made.

GRADUATION FEE

A \$10.00 graduation fee will be charged to the student for each degree, diploma, and/or certificate that the student applies for. A \$10.00 graduation fee will also be charged to the Adult High School graduates.

LIABILITY INSURANCE FOR HEALTH STUDENTS

All health students must purchase liability insurance before they will be permitted to engage in their lab or clinical practice. The current cost of the insurance is \$14.00 for each fiscal year and must be purchased by all health students at the beginning of the fall quarter. Health students who enter or reenter at a quarter other than the fall quarter will pay a prorated cost of the insurance for that year. Radiation Therapy Technology students will be required to pay a higher insurance rate depending on the insurance carrier.

TUITION REFUNDS/HOLDS

Tuition is not refundable. Exception will be considered where the cause of withdrawal is completely beyond the student's control, such as serious illness, death in family, and job transfer. In such cases, two-thirds of the tuition paid may be refunded only if the student withdraws and submits a request within ten calendar days after the first day of classes. If a student withdraws from a course or courses, but remains enrolled in the College, he will receive no refund for the course dropped unless the College is at fault in causing the withdrawal/drop. Students passing proficiency examinations for courses they have registered and paid for are not eligible for a tuition refund or hold. Refunds of five dollars or less will not be made except for classes cancelled by the College.

A student who must withdraw may submit a request that his tuition be held. A request for a tuition hold will be considered only when the cause is completely beyond the student's control. Statements from employers or doctors will be required before requests for refunds or holds are processed. A tuition hold may not be converted to a tuition refund or a tuition refund to a tuition hold after review by the dean of student services and vice president of business affairs. Tuition Refund/Hold forms are available in the Counseling Center. If a tuition hold is granted, the tuition will be credited to the student's account so that it may be applied toward costs for any one of the following four quarters.

Fees other than tuition cannot be refunded or held for later quarters.

STUDENT FINANCIAL RESPONSIBILITY

The Business Office recommends the use of cash, certified checks, or cashier's checks. Personal checks will be accepted only with a pictured, numbered ID (usually a valid driver's license). Third-party, out-of-country, out-of-state, and business checks will not be accepted.

Personal checks may be written to pay for tuition and fees. However, if the check is returned for any reason, there will be a service charge of \$15.00 for each check written. Any student who does not have money for tuition and fees or does not have on file in the Business Office a written authorization from a sponsoring agency will not be allowed to register.

STUDENT FINANCIAL SERVICES

Financial aid provides financial assistance to students who would otherwise be unable to continue their education. The financial need of a student is determined by the resources available to the student in relation to educational expenses.

Students applying for financial aid should complete and mail the American College Testing Program Family Financial Statement (F.F.S.) to the appropriate address. This form should be completed no later than May 1 preceding the academic year for which aid is requested. As financial aid awards are for only one academic year, students must reapply each year. Requests after May 1 will be processed as long as funds are available.

To be eligible for financial assistance, a student must be enrolled or accepted for enrollment and demonstrate a need for financial aid. Financial assistance is available in a variety of forms to help students who are eligible. Scholarships, loans, grants, and workstudy may be used singly or in combination to meet a student's total need.

Financial aid brochures containing more detailed information are available in the Office of Student Financial Services.

SATISFACTORY ACADEMIC PROGRESS STANDARDS TO MAINTAIN FINANCIAL AID ELIGIBILITY

I. Introduction

Federal and state regulations require that students receiving financial aid maintain satisfactory academic progress. Forsyth Technical Community College makes these standards applicable to all federal, state and institutionally awarded financial aid funds in order to maintain a consistent policy for all students receiving assistance.

II. Procedures

For financial aid purposes, satisfactory progress is measured two ways, quarterly and yearly. The procedures for both measurements are as follows:

A. Quarterly Evaluation

Students receiving financial assistance at Forsyth Technical Community College must maintain satisfactory progress in their course of study as set forth by the College. To be in good academic standing, a beginning student must have earned a grade point average of 2.0 by the end of the first quarter, and a cumulative grade point average (G.P.A.) of 2.0 must be maintained thereafter. A student failing to attain the required grade point average in any quarter will be placed on financial aid probation. A student in this category may receive financial aid for the upcoming quarter, but must complete that quarter with a cumulative grade point average of 2.0 or must have **completed a full-time course load** (12 quarter hours) during the probation quarter with a 2.0 **quarterly** average.

If a student placed on financial aid probation does not earn the required grade point average, they are considered to be making unsatisfactory progress and are placed on financial aid suspension. Financial aid suspension means the termination of all aid.

Financial aid may be reinstated when a student's work has improved so that the student meets the required 2.0 **cumulative grade point average**. They will automatically be removed from suspension.

B. Yearly Evaluation

Satisfactory progress will be measured once a year in order to determine that a student has completed the required amount of credit work towards their degree. Any quarter for which a student registers will be counted toward progression requirements regardless of the student's academic or financial status. Below are the progress requirements:

		Minimum Number of Credit Hours Required
Length of Curriculum: Associate Degree Curriculums	End of: 4 quarters	12
	8 quarters	36
	12 quarters	72
	16 quarters	103-146
Vocational Diploma Curriculums	4 quarters	20
	8 quarters	65-82

Students who have not satisfactorily completed the required number of credit hours at the end of each year will have their financial assistance terminated.

Please note the following items can affect the satisfactory progress requirements:

1. Pretechnical Classification

All students classified as pretechnical for a curriculum will be required to maintain the quarterly evaluation. However, these students will be allowed one year or a maximum of 45 attempted equivalent credit hours before the yearly evaluation and time limitation requirements are enforced.

2. Incomplete Grades

Students who receive an incomplete grade must remove it by the end of the next quarter. Incompletes that are not removed do not count towards graduation and could prevent a student from meeting the minimum credit requirements.

3. Withdrawals

Students who withdraw or drop below half-time status for two consecutive quarters forfeit their financial assistance for the following quarter of enrollment. Withdrawals from school after officially registering for courses will count total quarters attempted for yearly progress evaluation.

4. Repetition of Courses

When students receive incomplete grades or unacceptable grades, they are allowed to repeat courses as required by their advisor. In fact, it is recommended that students immediately repeat failing grades in

order to improve their grade point average. Students should be aware, however, that while repeating courses count toward graduation requirements, they could cause a student not to meet the yearly satisfactory progression requirements.

5. Changing Curriculum

Students who are placed on financial suspension and change curriculums will be allowed financial aid for the first quarter of the new curriculum. However, they must have a 2.0 cumulative grade point average at the end of the first quarter in the new curriculum or be placed on financial suspension. A second change of curriculum will not be funded until satisfactory progress is maintained.

NOTE: Maintaining satisfactory progress for financial aid is not the same as remaining in good standing in your curriculum. Each curriculum has its own requirements. As a result, even though you may still meet satisfactory requirements for financial aid, you may not be permitted to continue enrollment in your curriculum because of failure to maintain standards established in that curriculum.

III. Appeals Procedure for Financial Aid Termination

In order to appeal financial aid termination, a student must be able to document mitigating circumstances. The procedure for appeal is as follows:

- A. A student must indicate in writing to the director of student financial services the reason why they did not meet the yearly satisfactory progress requirement and why financial aid should not be terminated. Documentation from the student's advisor or dean to support the appeal is required.
- B. The director of student financial services will review the appeal to determine whether or not termination of aid is justified and the student will be advised in writing.
- C. A student who wishes to appeal the decision of the director of student financial services may request a committee hearing. The director of student financial services will arrange an appointment for the student with the Financial Aid Advisory Committee for final determination.

IV. Time Limitation

A student will be eligible to receive financial aid for a maximum of 16 quarters. At the end of 16 quarters all financial aid will be discontinued.

GRANTS

PELL Grants

The PELL Grant program is a federal aid program designed to provide financial assistance to those who need it to attend post-high school educational institutions. The one-year awards normally range between \$200 and \$1,350. Students may apply by completing the ACT Family Financial Statement or the Application for Federal Student Aid. Applications may be obtained at the Office of Student Financial Services. Students should allow six weeks for processing.

Supplemental Educational Opportunity Grant

The Supplemental Educational Opportunity Grant (SEOG) is funded by the federal government and is for students of exceptional financial need who, without a grant, would be unable to continue their education.

North Carolina Student Incentive Grant

The North Carolina Student Incentive Grant (NCSIG) is designed for students of exceptional financial need who are North Carolina residents. Students applying for the NCSIG must do so before March 15.

COLLEGE WORKSTUDY

Workstudy is a federally supported program through which students, primarily from low income families, are given preference for part-time employment (up to 20 hours per week). Students must be enrolled at least halftime to apply for workstudy and maintain satisfactory academic progress.

LOANS

The Office of Student Financial Services maintains a file on sources of financial aid for students. Loans at a low rate of interest are available through the following agencies:

Stafford Student Loan Program

North Carolina Student Loan Program for Health, Science, and Mathematics

Sloan S. Sherrill Nursing Loan Fund

Winston-Salem Foundation*

Winston-Salem Hospitals Consortium Nursing Student Loan Fund

*Available to Forsyth County residents only.

Nursing Scholars Program (NSP)

This program was another initiative of the 1989 General Assembly designed to address the shortage in trained nurses practicing in health care fields in the state. The program becomes effective in 1990-1991.

Eligibility: the NSP will be a competitive scholarship loan. Financial need is not a criterion. An eleven-member Nursing Scholars Commission was created by the 1989 General Assembly to develop the selection criteria, method of selection, and select recipients on a statewide basis. Policy for NSP and administrative procedures will be developed under the guidance of the Nursing Scholars Commission.

Students interested in learning more about the NSP can contact the North Carolina State Education Assistance Authority of the nearest North Carolina educational institution offering a nurse education program.

Stafford Student Loan Program (formerly GSL)

Students who show need, who have been accepted for enrollment, or are enrolled in good standing and maintain satisfactory progress, may borrow up to \$2,625 through College Foundation, Inc. The interest rate is 8% until the end of the fourth year and then changes to 10%. The Federal Government pays the interest during in-school enrollment.

Sloan S. Sherrill Nursing Loan Fund

The Sherrill Nursing Loan is an interest-free loan made through Forsyth Technical Community College for second-year Associate Degree Nursing students. For more information and applications, students should contact the Office of Student Financial Services by May preceding the academic year for which a loan is requested.

Winston-Salem Hospitals Consortium Nursing Student Loan Fund

Associate Degree Nursing students entering their third quarter may apply for a \$1,500 nursing loan. The loan is repaid by service in one of the four hospitals in Winston-Salem. Interested students should contact the Office of Student Financial Services.

SCHOLARSHIPS

Students are encouraged to contact the Office of Student Financial Services for additional information and application criteria for the scholarships listed below.

The R.D. Boyer Scholarship Fund is awarded annually, based on financial need, to a student pursuing a career in construction occupations.

The Carolina Telephone & Telegraph Scholarship is awarded annually to two students. Priority is given to unemployed and/or minority students.

The Corn Products Scholarship is awarded annually to students entering the second year of a business related curriculum. The scholarship is for Forsyth County residents only and is based on academic ability and financial need.

The Gladys Craig Horticulture Technology Scholarship is a perpetual scholarship available to Horticulture Technology students.

The Mary Kate Dixon Horticultural Scholarship is awarded annually to an outstanding student entering the second year of Horticulture Technology.

The Forsyth County Medical Auxiliary awards scholarships to students entering the Associate Degree Nursing and allied health curriculums. The awarding of these scholarships is not controlled by the College.

The Norman Gaddis Scholarship is sponsored by the Student Government Association. It is primarily an emergency scholarship for students eligible for financial aid when funds are not available from other sources.

The Integon Scholarship is awarded annually to a deserving Administrative Office Technology student and is based on need, academics, and good citizenship.

The Sandra Johnson Memorial Scholarship is awarded annually to an outstanding student entering the second year of Administrative Office Technology.

The Marshall Paul Johnston Scholarship is a perpetual scholarship available to Automotive Mechanics students.

The Stratford Kiwanis Club sponsors a scholarship for students enrolled at Forsyth Technical Community College. Priority is given to graduating seniors with a handicap. The awarding of this scholarship is not controlled by the College.

The Winston-Salem Kiwanis and the Twin City Kiwanis Clubs award scholarships to seniors graduating from Forsyth County schools each year. The awarding of these scholarships is not controlled by the College.

The Mary B. Lauerma Memorial Scholarship is awarded annually to a full-time student with the highest cumulative grade point average entering the second year of Associate Degree Nursing.

The McPhail Scholarship fund is sponsored by the Pilot Club of Winston-Salem, Inc. and is awarded annually to women attending Forsyth Technical Community College. The awarding of these scholarships is not controlled by the College.

The Modern Machine Scholarship is awarded annually to a deserving student in the Welding curriculum and is based on academics and need.

The Jane Gaither Murray Scholarship is awarded annually to a deserving student entering the Associate Degree Nursing curriculum.

The North Carolina Community College Scholarship is awarded annually to twenty-two students. Priorities are given to unemployed and/or minority students.

The Lynne Breedlove O'Rourke Memorial Scholarship is awarded annually to an outstanding student entering the second year of Radiologic Technology.

The Professional Construction Estimator's Association Scholarship is awarded annually to a deserving Architectural Technology student and is based on academics and need.

The R.J. Reynolds Tobacco Company Scholarship is awarded annually to an outstanding student entering the second year of Manufacturing Engineering Technology, Electronic Engineering Technology, and Mechanical Drafting and Design Technology.

The Mr. and Mrs. Henry F. Snyder, Sr. Scholarship is used primarily as an emergency scholarship for students eligible for financial aid when funds are not available from other sources.

The Soroptimist International of Winston-Salem Scholarship is awarded annually to a deserving woman entering the second year of Accounting Technology.

The Southern Bell Telephone and Telegraph Scholarship is awarded annually to two students. Priority is given to applicants with highest financial need and applicants whose job skills have become obsolete due to economic recession.

The Wachovia Technical Scholarship is awarded annually to three students who are enrolled full time in the second year of a technical curriculum and is based on need and scholastic promise.

The Louise G. Wilson Scholarship is available to poverty level Forsyth County residents who are accepted or enrolled in the vocational or technical curriculums.

The Winston-Salem Home Builders Association Scholarship is awarded annually to a deserving student in the Carpentry and Cabinetmaking curriculum and is based on academics and need.

Other than the scholarships listed above, there are various individuals and organizations who contribute money yearly for scholarships for needy students. Most of the money available is not restricted; however, some of the scholarships are restricted to individuals enrolled in specific curriculums.

OTHER SOURCES OF AID

Other sources of aid not administered by the College are available for eligible students. Interested students should apply with the appropriate agency. The Office of Student Financial Services can assist the students in making the initial contact with the sources listed below:

- North Carolina Veterans Affairs Scholarships
- North Carolina Vocational Rehabilitation
- North Carolina National Guard Tuition Assistance Plan
- Job Training Partnership Act (JTPA)
- Dependency and Indemnity Compensation (VA)
- Winston-Salem Foundation

VETERANS' BENEFITS

The College is approved for the training of persons eligible for benefits administered by the Veterans Administration (VA).

The Admissions Office will help applicants select a program of study and explain the procedures for enrolling in the College. All admission requirements must be completed before veterans' paperwork can be started. Admissions will require application forms, testing, and the receipt and evaluation of transcripts for all prior training.

Once the admissions procedures are completed, the eligible person should contact the Office of Student Financial Services to begin benefits processing. The actual enrollment certification and related documents will not be submitted to the VA Regional Office until the new student registers for courses.

Veterans are responsible for being familiar with the information found in the Student Handbook, College Catalog and Veterans' Brochure. The Veterans' Brochure may be obtained in the Office of Student Financial Services.

HOURS OF PAY

Veterans' benefit payments are issued monthly and are based on training for a prescribed number of hours.

Enrollees in two-year technical curriculums are classified according to the number of credit hours per quarter.

Full-time	12 or more credit hours
¾ time	9-11 credit hours
½ time	6-8 credit hours

Enrollees in one-year vocational programs are classified according to the number of weekly contact hours per quarter.

Full-time	a minimum of 22 contact hours
¾ time	a minimum of 16 contact hours
½ time	a minimum of 11 contact hours

STANDARDS OF PROGRESS

Federal regulations require that students receiving veterans' benefits must maintain standards of academic progress and conduct.

SATISFACTORY ACADEMIC PROGRESS

The Academic Standing section described the basic academic requirements for all students. A 2.0 cumulative grade point average must be maintained and a probationary period of not more than one quarter is permitted. Progress is reviewed on a quarterly basis and performance in the major subject areas and preparatory/refresher classes are considered as well.

If a veteran or eligible person is classified as making unsatisfactory progress, a report will be submitted to the Veterans Administration and benefits will be terminated. Termination will take place effective with the posting of grades at the end of the probationary quarter. Recertification will not be made until satisfactory progress has been established by the veteran regaining a 2.0 cumulative grade point average. Students must request recertification in writing to the director of student financial services following the quarter in which satisfactory progress has been reached.

SATISFACTORY CONDUCT

Conduct in accordance with the section on Student Conduct and Responsibilities is expected of all students. Dismissal of veterans or eligible persons for unsatisfactory conduct will be reported to the Veterans Administration and benefits will be terminated.

SATISFACTORY ATTENDANCE

All students are expected to maintain satisfactory attendance as defined in the section on attendance. Eligible persons dropped from courses for nonattendance, poor attendance, or those who withdraw will be terminated or have their hours reduced effective with the last day present in class. Unless special circumstances are involved, the Veterans Administration may determine this termination or reduction to be an overpayment retroactive to the beginning of the quarter.

Complete withdrawals for two consecutive quarters will be considered unsatisfactory attendance resulting in benefits being terminated. Benefits can be reinstated by satisfactorily attending a complete quarter without certification. Certification will be done retroactively for this quarter upon veteran's request.

PUNITIVE/NONPUNITIVE GRADES

Federal regulations prohibit payment for grades that do not count as progress towards graduation. Audits are not payable. A grade of WF is punitive because it counts as an F in grade point average computations. A grade of W or WP is nonpunitive. If an eligible person receives a grade which reduces his training time, a report is submitted to the Veterans Administration. In the case of punitive grades, the effective date of adjustment is the last day present in class. In the case of nonpunitive grades, the effective dates of adjustment will be an overpayment retroactive to the beginning of the quarter, unless special circumstances are involved.

COUNSELING SERVICES AND OTHER INFORMATION

Students may contact the Office of Student Financial Services concerning availability of counseling services or come directly to the Counseling Center.

Questions concerning standards of progress/conduct should be directed to the Office of Student Financial Services.

Questions concerning eligibility, enrollment, curriculum changes, withdrawals, attendance, pay problems, or information in general should be directed to the Office of Student Financial Services.

There is a veterans' information booklet available which contains more detailed information concerning the various requirements for receipt of benefit payments.

GRADUATION

GRADUATION REQUIREMENTS

A student wishing to receive a degree, certificate, or a diploma must fulfill all course requirements. All students must earn a cumulative grade point average of 2.0 and must have received a passing grade in all required courses to be eligible for graduation. A student who has earned a cumulative grade point average of 3.5 is eligible to graduate with high honors. A student who has earned a cumulative grade point average of 3.0 is eligible to graduate with honors.

Grade point average (GPA) is obtained by dividing the total quality points earned by the total number of credit hours work attempted.

A candidate for an associate degree must complete at least 32 quarter hours of credit work at the College, with a minimum of 16 quarter hours in the major area. A candidate for vocational diploma must complete at least 16 hours of credit work at the College, with a minimum of eight quarter hours being in the major area courses. Credit hours required in residence may not be met by proficiency examination.

Course requirements vary according to curriculum. The student should refer to the course requirements for his curriculum to determine if all requirements have been met and should be aware at all times of his progress toward graduation. Course substitution may be granted by the appropriate dean when deemed necessary for graduation.

It is also the responsibility of the student to complete an Intent to Graduate form at least six weeks before his last registration. These forms may be obtained from the Records Office or the Counseling Center. Payment of a \$10.00 nonrefundable graduation fee should be paid at the cashier's office in Ardmore Hall during the day and the Public Safety Office in the Parkway Building during the evening.

COMMENCEMENT EXERCISES

Commencement exercises are held at the end of spring and summer quarters on the dates published in the academic calendar. Diplomas are awarded at this time. Students are expected to notify the Records Office as to their intention to participate in the exercises when they submit their Intent to Graduate form.

COMMENCEMENT MARSHALS

Marshals are selected from full-time rising sophomores who have maintained the highest scholastic averages during their freshman year. The two marshals who have the highest academic averages are named chief marshals.

SCHOOL RINGS AND PINS

Any student in good standing who has completed at least one-half of the credit hours required for graduation in his curriculum may order a school ring. The student is required to pay a deposit at the time the ring is ordered with the balance due upon delivery.

Pins for health curriculums are also available. Orders for both pins and rings may be placed with the bookstore.

STUDENT CODE OF CONDUCT AND RESPONSIBILITIES

CODE OF CONDUCT

The act of enrollment at Forsyth Technical Community College (referred to as the College) includes an acceptance by the student of the rules of the College. By enrolling, the student accepts the obligation to assist in making the College an effective place to conduct a learning process and to engage in the pursuit of truth, the development of self, and the improvement of society. Each enrolled student is considered to be a responsible adult, and the College assumes and requires that men and women of suitable age who enroll in the various programs will maintain standards of conduct appropriate to the status of students at the College.

The College has an inherent responsibility to maintain order on its campus. Therefore, students may or shall be suspended or dismissed for behavior deemed incompatible with the mission, the regulation, or the responsibility of the College, or deemed to be in violation of any of the provisions of the Code of Conduct as set forth herein.

The College recognizes the right of an enrolled student to receive a full opportunity to learn and develop, unfettered by any and all obstacles not conducive to a sound, fundamental educational program. To this end, the College recognizes, declares, and vests certain rights in each student enrolled at the College.

STUDENT RIGHTS

A. Legal Rights

All the rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of North Carolina shall not be denied any student. Further, the College shall adhere to all of the statutes of the United States and State of North Carolina. The College has recognized the Student Government Association as the approved agency to voice students' opinions and speak on institutional policies concerning students' activities.

B. Rights of the Learner

The instructor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

C. Student Records

The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to students records, and this act will be adhered to by the College.

1. Students may review their educational records by making a request in writing to the director of records and recruitment.
2. Ordinarily, student records will not be available for review by "third parties" unless permission is first obtained by such third parties in writing from the student or unless such review is pursuant to a valid court order or subpoena. Exceptions may also be made in the case of parents claiming the student as a dependent. The dean of

student services, in his or her discretion, shall make the final decision concerning access to records by any persons other than the student.

3. Official transcripts will be issued only upon a written request by a student or upon written authorization by a student to be released to a designated entity.

D. Freedom of Association

Students are free to organize and join an association organized or existing to promote the student's curriculum or career interest. Student organizations must be approved by the Student Government Association before organization on the campus in order to insure the College's policies and procedures are followed and adhered to.

E. Due Process

Due process procedures are established to guarantee the right of hearing, a presentation of charges, evidence for charges, the right of confrontation by the questioning of witnesses, and the right to counsel by the accused student, if so requested by the student. Any student aggrieved by the violation of this Code of Conduct shall have the right of appeal to the Student Appeals Committee as hereinafter provided.

GENERAL CAMPUS RULES

The following is a general summary and classification of the major rules of student conduct, and any violation shall be considered a violation of this Code of Conduct. For purposes of the College rules and regulations, College grounds are defined as any location owned, leased, rented, controlled, or otherwise occupied by the College or any division.

Rule 1. Disruption and Disorderly Conduct

A student shall not engage directly or aid and abet in disorderly conduct which is intended to provoke violent retaliation or cause a breach of peace or which disrupts, disturbs, or interferes with the normal routine activities or teaching of students, or which disrupts, disturbs, or interferes with the peace, order, or discipline on the College grounds.

Rule 2. Damage to or Destruction of College Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, substantial damage to be done to College property, or shall not steal, or attempt to steal, College property.

Rule 3. Damage to or Destruction of Private Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, damage to private property of another, or shall not steal, or attempt to steal, private property of another when on the College grounds or while attending a College activity, function, or event held off College grounds.

Rule 4. Assault on or Verbal Abuse of College Employee

A student shall not intentionally cause, or attempt to cause, physical injury, verbal abuse, harassment, or communicate a threat to a College agent, servant, or employee at any time while such student is enrolled at the College.

Rule 5. Assault or Verbal Abuse of Persons Other Than Employees

A student shall not intentionally cause, or attempt to cause or threaten to cause, physical injury, verbal abuse, harassment, or communicate a threat, or direct any profane language toward any other student or College guest, visitor, or invitee at any time while such student is enrolled at the College, or while such student is on College grounds or is attending a College activity, function, or event held off the College grounds.

Rule 6. Weapons and Dangerous Instrumentalities—NC General Statute 14-269.2

It is unlawful for anyone to possess any weapon, whether openly or concealed, while on private school or public school property unless it is used as part of a school activity or ceremony. In essence, the statute refers to any and all property owned, used, or operated by any Board of Education, school, college, or university for the administration of any public or private educational institution. In practice, then, this statute permits prosecution of anyone carrying any dangerous instrument in school, on school grounds, or at any school activity.

Rule 7. Narcotics, Alcoholic Beverages, and Controlled Substances

A student shall not knowingly or negligently own, possess, use, transport or be at any time under the influence of any narcotic drug, alcoholic beverage or any other controlled substance (as controlled substance is defined by the North Carolina General Statutes) while on College grounds or during the time when a student is participating in any College activity, function, or event off College grounds. Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

Rule 8. Classroom and Campus Activity

A student shall comply with all directions of teachers, student teachers, substitute teachers, teacher's aides, College administrators, or authorized College personnel during any time when the student is under the authority of College personnel. A student on campus shall promptly identify himself to a College official or campus security officer at all times upon reasonable request. A student shall appear before College officials or disciplinary bodies when so directed. Any failure by any student to promptly and cheerfully obey or to abide by these regulations in this Rule 8 shall constitute a violation of this Code of Conduct.

Rule 9. Cheating, Forgery, and Related Offenses

It shall be a violation of the College Code of Conduct for a student to commit any one of the following acts:

1. Academic cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor, and any form of plagiarism as such term is commonly defined;

2. Furnishing of false information to any College personnel; and
3. Forgery, falsification, or fraudulent misuse of any documents, records, or identification cards.

Rule 10. State and Federal Laws

A student shall not violate any State or Federal laws while on the College campus or while attending a College activity, function, or event off College grounds.

Rule 11. Student Dress Code

Although College students may dress informally, cleanliness and neatness of appearance must be maintained. Shirts and shoes are required at all times while the student is on campus or at all times while such student is attending a College activity, function, or event off College grounds. Special technical or vocational programs, such as the health programs, may require special dress codes for clinical or laboratory areas. A student shall not attend classes or laboratory work conducted in the clinical or laboratory areas if such student is in violation of the dress codes for such areas.

Rule 12. Involuntary Psychological or Psychiatric Withdrawal

It shall be grounds for dismissal if and when it shall be medically determined that a student poses a threat to the physical well-being of himself or others or if such student has a physical, mental or emotional condition of such a nature as to disturb or disrupt the normal and usual activities of other persons on campus. A student shall agree to have a psychiatric evaluation when it shall appear to the satisfaction of the President of the College, or his designee, that such examination is in the best interest of the student, or the College or both.

VIOLATION OF THE CODE OF CONDUCT

Violations of the Code of Conduct may result in suspension or dismissal of the student from the College.

ENFORCEMENT PROCEDURES

Student conduct on the College campus or student conduct during a College activity, function, or event held off College grounds that violates Federal and/or State and College regulations may be dealt with in the following manner:

1. The student may be turned over to the civil authority and subjected only to the penalties imposed by that authority; or
2. The student may be subjected to sanctions imposed both by the civil and college authorities; or
3. The student may be subjected to sanctions imposed by the College notwithstanding the fact the civil sanctions may not be imposed.

DISCIPLINARY PROCEDURES

A. Instructional Areas

Any instructor may request a student to leave a class, laboratory, shop, or clinical area when, in the opinion of the instructor, the student's conduct or personal demeanor disrupts normal classroom activities. If the student refuses to leave the class, the instructor may call campus public safety for assistance. The instructor, identifying the student and the cause for dismissal from class, will immediately notify in writing his division dean and the dean of student services of actions taken.

The burden of requesting reentry to class, laboratory, or clinical areas shall be upon the student involved. Request for reentry must be made to the instructor before the next class meeting. If the instructor decides that the student needs additional counseling before reentry, the instructor may require that the student meet with the division dean or the counseling staff for further discussion. If the division dean or the counseling staff decides that the student should be dismissed from the class or from the College, the instructor will send a written report (approved by the division dean) to the executive vice president and the dean of student services. The executive vice president will make the decision on dismissal when applicable and dismiss the student. The student will be given a copy of the report and a written notification of the decision. If a student wishes to appeal the decision, he must do so by writing the Student Appeals Committee within twenty-four (24) hours after receiving the dismissal notice.

B. Noninstructional Areas

Any employee or student may file a written complaint for disciplinary action against any student enrolled at the College. The Public Safety Office may temporarily remove a student from campus when the student is jeopardizing the safety and security of faculty, staff, and/or the student body; a written complaint must then be filed. The complaint must be filed with the dean of student services, who will promptly investigate the complaint and make a decision regarding suspension, dismissal, or other disciplinary action. Both the complainant and the student involved will be notified in writing. If the student wishes to appeal the decision of the dean of student services, they must do so by writing the Student Appeals Committee within twenty-four (24) hours after receiving the notice of the decision.

STUDENT APPEALS COMMITTEE

The Student Appeals Committee will hear the appeal of any student after the appeal process has been exhausted at the departmental and divisional level for instructional areas or dean of student services for noninstructional areas. The Student Appeals Committee will hear the appeal of any student regarding the following:

1. discipline;
2. dismissal, except for academic standing;
3. admissions;
4. residency;
5. discriminatory practices;
6. sexual harassment.

The appeal will be heard under the following conditions within two working days of receipt of the confirmed appeal:

1. The student must submit a written statement containing factual and valid reasons for the appeal to the dean of student services, who shall forward the statement of appeal to the committee chairperson. The chairperson may return the appeal to the student to clarify, to add factual information, or to state reasons for the appeal; the chairperson may reject the appeal if policies and procedures have not been followed by the student.
2. The committee will confine itself to making a recommendation on the appeal question and not on the validity of existing policies of the College. The committee reserves the right to suggest to the president that a current policy be examined for continued value to the College.
3. The committee will submit its recommendation to the president who will make a final decision and who will notify the parties involved.
4. In matters concerning residency classification, the committee's recommendation will be sent to the dean of student services, who will notify the parties involved of the decision. The next step in the appeal process is to the State Residency Committee. Procedures on state appeal are available in the dean of student services' office.
5. Records of the proceedings of the Student Appeals Committee are available upon written request to the dean of student services.
6. The student must obtain special permission from the executive vice president to attend classes pending resolution of the case on appeal.

COMMUNICABLE DISEASE OR HANDICAPPING ILLNESS POLICY

The College will rely upon medical information and legal advice, on a case-to-case assessment, in making any decision regarding any present or future employee or student who has a communicable disease or a handicapping illness.

Except as provided herein, no person who is suffering from a communicable disease or who is handicapped by an illness shall be excluded from the College as a student, a potential student, an employee, or a potential employee because of such disease or handicap.

It is the declared policy of the College that upon the receipt of a professional medical judgment that a person suffers from any physical condition or handicap that would be reasonably calculated to jeopardize the welfare of such person or the welfare of student, faculty, administrative staff or other employees of the College and that reasonable accommodations to prevent such jeopardy would cause undue hardship to the College or would inherently compromise the essential educational requirements of a particular curriculum, then, and in such event, such person may be excluded from the College. Additionally, any student enrolled in College or any employee of the College that contracts or acquires a communicable disease or a handicapping illness may be temporarily suspended from school or work pending receipt of professional medical judgment by the College as to such person's medical condition and whether the provisions of this policy should apply thereto.

It is the further declared policy of the College that its faculty, administration and staff shall conduct a continuing information program for all areas of College personnel regarding communicable diseases and handicapping illnesses.

DRUG-FREE STUDENT POLICY

Drug abuse and use by students has become an immediate concern in our society. These problems are extremely complex ones with no easy solutions.

The users of drugs may impair the well being of all students, the College educational environment, and result in damage to College property.

Therefore, it is the policy of Forsyth Technical Community College that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on College grounds.

Student Code of Conduct—Rule 7: Narcotics, Alcoholic Beverages, and Controlled Substances

A student shall not knowingly or negligently own, possess, use, transport or at any time be under the influence of any narcotic drug, alcoholic beverage or any other controlled substance (as controlled substance is defined by the North Carolina General Statutes or 21 U.S.C. subsection 812) while on College grounds or during the time when a student is participating in any College activity, function, or event off College grounds. Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

1. Forsyth Technical Community College does not differentiate between drug users and drug pushers, or sellers. Any student who gives or in any way transfers or aids and abets in the transfer of a controlled substance to another person or sells or manufactures or aids and abets in the sale or manufacture of a controlled substance while on College premises will be subject to disciplinary action up to and including suspension from school.
2. The term "controlled substance" means any drug listed in the North Carolina General Statutes or 21 U.S.C. subsection 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" which are not prescribed by a licensed physician.
3. The counseling staff will conduct quarterly mandatory drug awareness and education workshops for students. Individual counseling sessions and educational materials will be available in the Counseling Center at all times.
4. The counseling staff will include in orientation sessions reference to drug policies, drug awareness and sources for assistance.
5. The counseling staff will be available to lecture and assist instructional staff with class presentations to help educate students regarding alcohol and other drug use as well as the health risks of drug abuse.
6. The counseling staff will have available referrals for treatment and more extensive assistance.
7. Student services will assess the institutional environment annually by reviewing data from public safety, counseling center, instructors and other community resources to guide program development for students.

PARKING

PARKING AND CAMPUS REGULATIONS

Main Campus

1. All vehicles parked on campus by students, staff and faculty members must be registered on campus. Vehicles may be registered during each registration period at the Business Office from 8:30 a.m. until 4:30 p.m. or the Public Safety Office from 4:30 p.m. until 8:30 p.m. Monday through Thursday.
2. Decals must be permanently displayed on the left-hand side of the rear bumper or lower left-hand corner of the rear glass. Failure to comply with this rule will result in a \$3.00 fine. (This rule will prevent the stealing and use of the decal by unauthorized personnel.) A parking decal does not guarantee or reserve a parking space. Decals are not transferrable to another vehicle.
3. Personnel who must drive a different vehicle for a short period of time may apply at the Business Office or the Public Safety Office for a free temporary permit. These permits are good for one week and personnel are authorized one each quarter. This permit is to be displayed in the rear window of your vehicle on the driver's side.
4. Vehicles should head into parking space. They should not be backed into spaces, park crossways, or pull throughs.
5. Vehicles should be parked inside lines.
6. Parking or driving on grass is prohibited.
7. Motorcycles and bicycles should be parked in designated areas only. (See campus map.)
8. It is the responsibility of all personnel to familiarize themselves with all campus rules and regulations and to comply with those rules.
9. All accidents or incidents on campus must be reported to the Public Safety Office.
10. All fines must be paid within ten days of date of the infraction. Fines may be paid at the Business Office from 8:30 a.m. until 4:30 p.m. and the Public Safety Office from 4:30 p.m. until 8:30 p.m. Monday through Thursday. Fines may also be mailed to: Cashier's Office, Forsyth Technical Community College, 2100 Silas Creek Parkway, Winston-Salem, NC 27103.
11. All personnel are responsible for tickets placed on their vehicle regardless of who is operating the vehicle at the time that the violation occurs. They are also responsible for tickets placed on any vehicle they or their visitors drive.
12. It shall be unlawful to operate a motor vehicle on campus at a speed in excess of 15 mph.
13. All vehicles shall come to a complete halt at stop signs as posted.
14. Forsyth Technical Community College will assume no responsibility for damage to any vehicle while parked or while being operated on the campus or for the contents within the vehicle.
15. Vehicle registration fee for each motor vehicle shall be \$4.00 for the school year or any portion thereof.
16. Littering is prohibited at all times and will result in a fine.

Violations and Fines

The following violations shall require a three-dollar (\$3.00) fine:

- a. unregistered vehicle.
- b. double parking or blocking another vehicle.
- c. backing into a space.
- d. driving on grass.
- e. parking on grass.
- f. parking crossways.
- g. obstructing a walkway or driveway.
- h. parking on or over a yellow line.
- i. parking in a service or fire truck lane.
- j. improperly displayed registration sticker.
- k. failing to comply with campus rules and signs.
- l. parking in any space other than space authorized by permit on car.

The following violations shall require a five-dollar (\$5.00) fine:

- a. speeding.
- b. failure to yield right of way.
- c. going wrong way on one-way street.
- d. hit and run.
- e. no operator's permit in possession.
- f. reckless driving.
- g. failure to stop for stop sign.
- h. failure to heed blue light.
- i. failure to report accident.
- j. no vehicle registration.

Trustee policy provides for the enforcement of parking and driving rules and regulations on campus by:

- a. withholding transcripts, diplomas, or other evidence of attendance and accomplishments at Forsyth Technical Community College.
- b. suspending from class any student who has three or more unpaid tickets.
- c. revoking parking privileges on campus for 11 weeks for any person receiving eight or more tickets in one year. If any person receives one ticket after parking privileges have been restored, they will lose their parking privileges for the following three consecutive quarters.
- d. tow away provisions: any vehicle found to be in violation of any of the following regulations may be towed away at the owner's expense:
 1. double parked—blocking another vehicle.
 2. parked in traveled portion of a street or driveway.
 3. parked in a fire lane.
 4. unregistered vehicles parked in excess of 48 hours (notification of intent to tow will be placed on vehicles).
 5. any vehicle parked on campus by a student who has had his/her parking privilege revoked.

APPEAL PROCEDURE

1. A request for an appeal of a parking or traffic fine must be submitted in writing to the vice president of business affairs within seven (7) days of the date of violation.
2. The Traffic Appeals Committee shall consist of three members of the faculty and at least one member of the student body. It shall be the duty of the Traffic Appeals Committee to make a written report to the vice president of business affairs as to each appeal heard and as to the committee's findings in each case appealed. If the committee finds in the favor of the student, any fine imposed or paid shall be rescinded or remitted.
3. In the event that an appeal is made under these provisions, the Traffic Appeals Committee shall hear such case upon the original citation only. The student shall have the right to present testimony and witness in their behalf. The issues which may be decided by the Traffic Appeals Committee shall be limited to deciding whether there has been a violation of the regulations.
4. The Traffic Appeals Committee shall meet for the hearing of an appeal as directed by the vice president of business affairs. Any person who has an appeal scheduled and fails to appear, after having been duly notified of the time and place of the appeal, will have his appeal denied. There will be no continuance of the appeal unless approved by the vice president of business affairs.
5. All decisions of the Traffic Appeals Committee shall be final.

Allied Health Building at North Carolina Baptist Hospital

Parking is available to students in the metered parking deck lot off Medical Center Boulevard. There is very limited parking on the streets in the vicinity of the hospital. A parking lot for health technologies students is located under Interstate 40 with parking available to students on a first come, first served basis.

Forsyth Memorial Hospital

Parking is available to students in the metered parking lot (on quarterly or hourly basis) in front of the hospital. There is practically no parking on the streets in the vicinity of the hospital.

West Campus

Parking is available to students in the parking lots in front, sides, and back of the building on Bolton Street.

SERVICES FOR STUDENTS

ACCIDENT INSURANCE

Accident insurance covering the hours a student is in school, on field trips, or participating in student activities is provided to all full-time and part-time curriculum students. The student insurance is furnished by the College as a service to students, but it is not meant to replace a student's personal coverage.

BOOKSTORE

A school bookstore is operated by the College as a service to students, faculty, and staff. Textbooks, school supplies, and course-related materials, as well as other items of special interest to students, are offered for sale. The bookstore is adjacent to the student center in Snyder Hall and is open Monday through Friday from 8:30 a.m. until 3 p.m. and on Monday, Tuesday, and Thursday from 6 p.m. until 8 p.m.

The bookstore strives to stock as many texts as possible at the beginning of each quarter, and students may sell some of their used books at the end of each quarter.

Full refunds are given during the first two weeks of each quarter in accordance with policies posted in the store. Books must be unmarked and accompanied by the original sales receipt.

Books for continuing education courses are sold at the West Campus bookstore during specified hours at the start of each quarter.

Summer quarter evening hours will be posted at the bookstore.

COUNSELING CENTER

The Counseling Center maintains a staff of professional counselors whose services are available to students needing help with educational, vocational, financial, social, or personal problems from the time they enter school until they leave. Assistance is provided to facilitate wise choices, decisions, and adjustments associated with being a student. The counselors also serve as consultants to faculty and staff in helping to meet educational needs of students. The counselors are available to both day and evening students in the Counseling Center, during the day at the Allied Health Building, and on a specified posted schedule.

Several individualized tests and inventories are available for counseling purposes, and students are referred to appropriate community agencies or resource persons when it is apparent that they can be assisted more effectively in this manner.

Instructors may refer students who are experiencing difficulties directly to the Counseling Center, or the instructor may request that the counselor contact the student for an appointment.

CAREER GUIDANCE CENTER

The services of the Career Guidance Center are available to applicants and students of Forsyth Technical Community College and to other members of the community who need assistance with career planning. Emphasis is placed on activities such as developing and teaching career planning, career counseling, development of decision-making skills, maintenance of a useful career information library, and providing microfiche cataloging and computer information on the Employment Security Commission job bank.

ECONOMIC DEVELOPMENT

The Economic Development Division coordinates activities with area organizations and agencies which promote economic development; maintains working contact with business and industry to assure that the College meets their training needs; provides customized training for business and industry; and informs the community about the types of training available. Programs within the division include Focused Industrial Training, New/Expanding Industry Training, and the Small Business Center.

Focused Industrial Training provides customized training for production/manufacturing employees either in-plant or on-campus. The program provides instruction at little or no cost to the industry and is not subject to a minimum number of students.

New/Expanding Industry Training provides start-up and continuing training for industry which locates in the service area or for existing industries which are expanding their workforce. Again, the training is customized and is offered at little or no cost to the industry.

Small Business Center offerings include workshops, seminars, and counseling for owners, managers, and employees of small business. The Retired Executive Volunteers (REVS) work with the Small Business Center or provide counseling on starting, buying, and managing a small business.

FOOD SERVICE

Complete food service is located in the lower level of Hauser Hall. Canteen service is available in Snyder Hall, Hauser Hall, the student lounge at the Allied Health Building, the student lounge in the Paramedical Building at Forsyth Memorial Hospital, and in the lunchroom at West Campus.

HEALTH SERVICES

Limited health services are provided through the Public Safety Office. First-aid supplies are located in shop areas; however, injuries requiring more than minor first-aid will be treated in the emergency room of either Forsyth Memorial Hospital or North Carolina Baptist Hospital.

For major illness or injury, ambulance transportation is available to either of the two hospitals, both of which are located within two miles of the College. The Public Safety Office is to be notified of students being transported to the hospital so that next of kin can be notified.

GENERAL EDUCATIONAL DEVELOPMENT (GED)

The Tests of General Educational Development were developed by the American Council on Education for persons who have not graduated from high school. They are designed to measure, as nearly as possible, the skills and concepts generally associated with four years of regular high school instruction.

Using a multiple-choice question format for each of five tests (Writing Skills, Social Studies, Science, Interpreting Literature and the Arts, and Mathematics), as well as an essay for the Writing Skills Test, the test battery corresponds to the general framework of most high school curricula. The context of test items attempts to measure skills relevant to adult experience, rather than the ability to remember facts, details, or precise definitions.

All fifty states, the District of Columbia, U.S. territories, ten Canadian provinces and territories, and several foreign countries now use results from the GED Tests as a basis for issuing high school credentials. These diplomas are official documents that are nearly always accepted as valid credentials by employers and directors of training program. In addition, all community colleges and some four-year colleges and universities have admissions policies that permit GED Test score reports to be accepted in lieu of complete high school transcripts.

Upon successful completion of the GED Tests, a high school diploma equivalency is issued by the North Carolina Department of Community Colleges. Forsyth Technical Community College is one of 83 official GED testing centers in the state and is the only one in Forsyth County.

Persons are encouraged to complete a GED Preparation class prior to taking the real test. In order to register for one of these classes, students must call the GED Center at West Campus. GED preparation classes are offered at selected sites throughout Forsyth and Stokes counties.

The GED Test is given by appointment only at West Campus. In order to schedule a time for testing, examinees must call the GED Center. There is a \$7.50 fee for taking the GED Test.

Even though the GED program is designed for adults 18 and over, persons 16 and 17 may be admitted when certain conditions are met. The State Board and the Community College System, however, shall encourage these persons to complete high school rather than seek testing for the High School Diploma Equivalency.

HOUSING

Since the College has no dormitory facilities, students who wish to live away from home must make their own housing arrangements. The College takes no responsibility for locating or supervising student housing; however, suggestions as to locations of off-campus housing may be obtained in the Counseling Center.

INDIVIDUALIZED LEARNING CENTER

Most students have taken courses in the traditional classroom where an instructor stands in front of the class and everyone does the same activity at the same time. In the Individualized Learning Center, students work under the direction of an instructor but cover the subject matter at their own pace, using self-instructional texts and audio-visual materials. This way, students can work faster and finish a course earlier than they would in a classroom, or they can move more slowly, taking more time on especially troublesome units. When students need help, they receive extended individualized attention from the Individualized Learning Center instructors.

For some students, the Learning Center's individualized approach provides a more comfortable learning environment because there is less pressure and no competition. Another attractive feature of studying in the Individualized Learning Center is the flexibility offered in scheduling courses. The Individualized Learning Center is open from 8 a.m. until 9 p.m. Monday through Thursday and from 8 a.m. until 1 p.m. on Friday. Students can schedule their own hours during these times, enabling them to work around outside commitments like job hours and family demands. The Individualized Learning Center also

offers an alternative if a class is full or cancels for lack of students. Perhaps the greatest advantage of Individualized Learning Center study is the sense of satisfaction and self-confidence that develops from working successfully in an individualized setting.

In addition to the Individualized Learning Center on the main campus, there is also a center located in the Whitaker Rehabilitation Unit at Forsyth Memorial Hospital. This center serves only Whitaker patients.

Assessment and Placement Test (APT) Preparation

Another service offered in the Individualized Learning Center is preparation for the APT, which is the placement exam required of most entering students. The Individualized Learning Center conducts study sessions on each of the test areas covered on the exam. The instructors give tips on how to take the test, administer practice tests and explain the answers to the practice tests. This service is especially helpful to people who are returning to school after a long absence. Contact the Individualized Learning Center for dates and times of these sessions.

Tutoring Services

The tutoring services program provides assistance to students who are experiencing academic difficulties. The main function of these services is to arrange one-to-one and group tutoring sessions. Tutors are recruited initially from the student body. In those content areas where the demand for tutors cannot be met on campus, other qualified persons are considered for tutor positions. The College provides funding for tutor salaries without cost to the students who request tutorial assistance.

Skills Lab

The skills lab is designed to offer an individualized program to students who need remedial help in a particular class. ILC instructors will work on an appointment basis with these students. Areas covered include general mathematics, algebra, English grammar and composition, reading, and any of the courses taught both in the classroom and in the ILC. Students must be referred by an instructor.

Curriculum Credit Courses in the Individualized Learning Center

To enroll in a curriculum course in the ILC, a student must initiate a request for permission through his advisor. A student must register for a course during the registration period and pay curriculum tuition charges. A student should be cautioned about the measure of self-discipline necessary for achievement in this setting. The ILC attendance policies and course requirements are as rigorous as those in the classroom.

A student may take a curriculum course in the ILC under the following conditions:

1. The course is needed for graduation.
2. The course is offered only in the ILC, such as ENG 023.
3. The student has failed the course in the classroom and needs to study at a slower pace.
4. There are other circumstances beyond the control of a student, for example, course cancellations or a schedule conflict.
5. The student can complete the course at an unusually fast pace.

The following courses are offered for curriculum credit in the ILC:

Medical Terminology I	Basic Reading Skills and Vocabulary II
Medical Terminology II	Basic Reading Skills III
Business Mathematics	English for International Students
Vocabulary/Terminology I	Basic Arithmetic Skills
Vocabulary/Terminology II	Structure of Arithmetic
Filing	Prebusiness Mathematics
Principles of Supervision	Algebra
Grammar Skills	Introductory Algebra
Geometry	Intermediate Algebra
	Fundamental Concepts of Algebra
	Fundamentals of Mathematics

LIBRARIES

The three libraries contain approximately 32,000 books and audio-visual software. Accompanying audio-visual hardware is available for use in the libraries and classrooms.

Main Campus

The library, located in Ardmore Hall, is open Monday through Thursday from 8 a.m. until 9 p.m. and on Friday from 8 a.m. until 4:30 p.m.

Although no fines are charged, students are responsible for replacing books that are lost or damaged. Until replacement is made, library privileges will be revoked, students will not be permitted to register, and students' records will be sealed.

Forsyth Memorial Hospital

The library, in the Paramedical Building, is open from 8 a.m. until 5 p.m. Monday through Friday.

Allied Health Building at North Carolina Baptist Hospital

The library at the Allied Health Building is located on the first floor. It is open Monday through Thursday from 8 a.m. until 8 p.m. and on Friday from 8 a.m. until 5 p.m.

LOST AND FOUND SERVICE

Lost and found articles will be handled by the Public Safety Office. On other campuses, the libraries in the Allied Health Building at the North Carolina Baptist Hospital and the Practical Nursing Education department chairperson's office in the Paramedical Building at Forsyth Memorial Hospital, and the Information Registration Center on West Campus will handle lost and found articles. All lost articles of value should be reported to the Public Safety Office.

JOB PLACEMENT OFFICE

The Job Placement Office offers services free of charge to area employers, current students, and graduates of Forsyth Technical Community College. Each year the Placement Office receives over 1,000 job listings from area employers. Students and graduates who register with the Job Placement Office may have access to these listings.

In addition to assisting students and graduates in identifying prospective employers, the Job Placement Office provides the following services: individual career counseling; help in writing resumes and cover letters; interview preparation; handouts and resource materials on employment applications and file information on local and regional companies.

A listing of all current job openings posted with the Job Placement Office is displayed on bulletin boards in Parkway, Snyder, Hauser, and Ardmore Halls. The Job Placement Office is located in Ardmore Hall and is open 8 a.m. until 5 p.m. Monday, Tuesday, Wednesday, Friday and 8 a.m. until 9 p.m. on Thursday. For additional information or to schedule an appointment for counseling, contact the Job Placement Office.

STUDENT CENTERS

A large, attractive student center is located on the ground level of Snyder Hall. Students are encouraged to use the center as a place to meet, talk, eat, and relax.

Student lounges are available to students in the health curriculums in the Allied Health Building at the North Carolina Baptist Hospital and in the Paramedical Building at Forsyth Memorial Hospital.

A student lounge and cafeteria is available in Hauser Hall on the ground floor.

GUIDELINES FOR TELEPHONE CALLS TO STUDENTS

Students cannot receive telephone calls or messages at school except for an emergency. Forsyth Technical Community College does not have the facilities to forward general messages to students. Relatives, friends, and associates should be asked not to contact students at school. In case of an emergency, however, the staff will make every effort to relay information to students. Those calling in an emergency will be asked to state the nature of the emergency, give a name, and a return telephone number. It is the policy of Forsyth Technical Community College not to give out identifying information about students to telephone callers and/or unidentified persons without the permission of the student.

USE OF FACILITIES

The buildings and their contents exist solely for the education of FTCC's adult population. The use of the facilities for any other purpose is strictly prohibited. Any use of these facilities for personal gain will result in immediate disciplinary action.

Smoking is prohibited in all classrooms, laboratories, shops, and auditorium.

Animals are prohibited inside the buildings. Any animal on the campus grounds must be on a leash in compliance with the City of Winston-Salem Leash Law Ordinance Section 3-18.

Children are not allowed in classrooms or shop areas during class sessions, nor may be left unattended in the library, canteen areas, or on campus grounds.

PARTICIPANT SERVICE CENTER

Forsyth Technical Community College has received funding to develop a Participant Service Center. It is designed to improve the employability of participants by assisting them in overcoming barriers to employment due to educational and skill training deficiencies. The center serves as a counseling site for JTPA (Job Training Partnership Act) eligible

participants enrolled in an approved curriculum. Emphasis is placed upon the importance of job survival skills, positive work attitudes, job development and placement at program completion. Interested persons may contact the JTPA Coordinator.

WINS PROGRAM

Only a few years ago, career opportunities for women were restricted to a few "traditional" professions. Today's choices and opportunities are almost unlimited . . . businesses, industries, and governmental agencies are actively seeking today's woman who has been prepared to enter the growing field of "nontraditional" settings.

The WINS (women in nontraditional settings) Program is a project that is uniquely designed to help prepare women for the changing world of the future. Career opportunities ranging from Architectural Technology to Automotive Mechanics and Computer Engineering Technology to Carpentry and Cabinetmaking are available to those women who can meet today's challenges for higher salaries, more competitive opportunities, and job promotions.

WINS seeks to help break the cycle of women's low pay, low status of employment. Women selected to participate in WINS are eligible for financial assistance to supplement the cost of books, child care, and transportation expenses. WINS also provides counseling services, academic advisement, career information, testing, tutoring, and other supportive services to assist women to better cope in nontraditional settings.

To find out how WINS can help women enter and compete in the world of changing opportunities for today's woman, contact the WINS Coordinator.

CHANGES IN REGULATIONS

All statements in this publication are announcements of present policies and are subject to change at any given time without prior notice. Forsyth Technical Community College reserves the right to make changes in curriculum requirements and offerings, in regulations, and in fees. The College also reserves the right to discontinue at any time curriculums or courses described in this publication. While every effort will be made to give advance notice of any changes of curriculums or courses, such notice is neither guaranteed nor required. The College further reserves the right, at any time, to request the student to withdraw when it considers such action to be in the best interest of the student and for the College.

CLUBS, ORGANIZATIONS AND ACTIVITIES

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association serves to promote interest in student affairs both on and off campus. The association is composed of all students who pay the student activity fee. Three representatives are appointed from each of the instructional divisions to serve on the Executive Council. Representatives to the Executive Council elect the Student Government Association officers from within the Executive Council. The student activities facilitator serves in an advisory capacity to the Student Government Association. The Student Government Association and Student Activities Office is located in Snyder Hall.

STUDENT REPRESENTATION ON BOARD AND COMMITTEES

The president of the Student Government Association is a nonvoting member of the Board of Trustees of the College. Student representatives also serve on the Student Appeals Committee, the Graduation Committee, and other committees concerned with students.

STUDENT ACTIVITIES

Forsyth Technical Community College strives to offer its students more than an academic education. Efforts are made to provide students with extracurricular opportunities for involvement that will help to educate the total individual. By providing extracurricular activities, Forsyth Technical Community College recognizes that a college education includes social, professional, and cultural involvement as well as academics. Students are invited to come by the Student Activities Office in Snyder Hall and find out more about what Forsyth Technical Community College has to offer outside the classroom.

STUDENT CLUBS, ORGANIZATIONS, AND ACTIVITIES

Architectural Technology Club

The Architectural Technology Club serves to promote architectural education, to recognize outstanding academic achievement, and to provide related services to Forsyth Technical Community College and the community. All students enrolled in the Architectural Technology curriculum are invited and encouraged to join.

Data Processing Management Association (DPMA)

The Data Processing Management Association (DPMA) student chapter provides Business Computer Programming students with opportunities in the data processing field. Members of DPMA have opportunities to learn more about data processing through regularly scheduled meetings of the students, attendance at the local chapter meetings and field trips to local computer facilities.

Epsilon Delta Gamma

Membership in Epsilon Delta Gamma is open to any student who is, or has been, enrolled in a course of study in the administration of criminal justice.

The objectives of the organization are to promote public understanding of the problems and objectives in the administration of criminal justice and to evaluate the standards of, and foster greater understanding between, the agencies and departments in all areas of the administration of criminal justice.

Phi Theta Kappa Honor Society

Membership in Phi Theta Kappa is open to students enrolled in an associate degree program who have completed 12 or more credit hours with a cumulative grade point average of 3.5 or above. This national organization has approximately 700 affiliate chapters and is sanctioned by the American Association of Junior and Community Colleges.

Society of Respiratory Care Students (SRCS)

The purpose of the SRCS is to increase community awareness of respiratory care, promote student fellowship, improve academic achievement, and generally enhance the educational experience of respiratory students.

Student Chapter of the Society of Manufacturing Engineers (SME)

The Student Chapter of the Society of Manufacturing Engineers is a service and social club open to students from the Manufacturing Engineering Technology and Mechanical Drafting and Design Technology curricula. The club is open to second-quarter students in these two fields of technology. SME has raised and set aside funds for endowing a scholarship.

Student Practical Nurse Organization (SPNO)

The Student Practical Nurse Organization originated in 1983, and its membership is composed of students in this curriculum. Its purpose is to provide opportunities for students to benefit Forsyth Technical Community College, the Practical Nurse Education curriculum, and nursing in the community.

OTHER ORGANIZATIONS

Students are encouraged to affiliate with student chapters of various professional and technical organizations and societies.

STUDENT USE OF WEST CAMPUS GYM FOR ACTIVITIES

The gym on West Campus is available for students' use. Weight rooms housing weight machines and free weights are located in both the men's and women's locker rooms. All student activities in the gym must be supervised by Forsyth Technical Community College personnel. Hours for gym use will be posted and are subject to change each quarter.

ATHLETICS

Student athletic programs are offered through the Student Activities Office. Sports offered are based on student interest and the availability of faculty or student coaches. The College typically offers men's basketball, co-ed volleyball, men's and women's softball, and golf. Teams compete against other community colleges and in the Winston-Salem city leagues.

SPORTS PHILOSOPHY AND PURPOSE

The sports program is intended to provide students with a greater sense of effective community membership through competition with others. A sports program should serve as a laboratory of citizenship by inviting experimentation and learning in leadership, teamwork, strategy, and fair play.

STUDENT PUBLICATIONS

TECHNICALLY SPEAKING is the student newsletter written and managed by a student staff. The newsletter, printed monthly and distributed on campus, provides registration information, a calendar of events, and brief articles about students and staff.

Published annually at the end of the spring quarter, FTCC TECHTALK is a compilation of writing, original art, and photography from students and faculty/staff. Anyone affiliated with Forsyth Technical Community College is encouraged to submit material for consideration.



CONSTITUTION

FORSYTH TECHNICAL COMMUNITY COLLEGE STUDENT GOVERNMENT ASSOCIATION

PREAMBLE

We, the students of Forsyth Technical Community College, in order to promote the philosophy of the College, which encourages the development of its students as total persons, and in order to serve the students of our educational institution by providing leadership and opportunity for participation in a wide range of programs and activities, do establish this Constitution with the approval of the president of Forsyth Technical Community College.

ARTICLE I NAME

The name of this organization shall be the Student Government Association of Forsyth Technical Community College, hereafter referred to as the SGA. The governing body of the SGA shall be called the Executive Council, hereafter referred to as the EC.

ARTICLE II OBJECTIVES

- Section 1. To encourage an interest in our campus, college activities and student body concerns.
- Section 2. To promote a mutual respect between the administration and the student body.
- Section 3. To recommend student activity fees and develop a budget for the financial support of such activities and the EC expenses that are compatible with the general welfare of the student body and with the purpose of the College, and to approve all expenditures of the student activity budget.
- Section 4. To make recommendations to the president and the student activities facilitator, hereafter referred to as the SAF, of Forsyth Technical Community College, concerning matters affecting the student body.
- Section 5. To recommend and sponsor student activities and programs in cooperation with the SAF.

ARTICLE III COMPOSITION

The Executive Council shall be composed of three representatives from each instructional division. To promote the broadest possible involvement in student government, students, faculty, and staff may submit names of prospective EC members to the appropriate divisional dean. Subsequently, the SAF and the appropriate department chairperson will interview nominees and submit their recommendations to the appropriate divisional dean for approval.

- Section 1. Representatives shall be enrolled in and actively attending at least six credit hours each quarter and shall have paid the student activity fee.
- Section 2. Representatives shall maintain at least a 2.5 grade point average.
- Section 3. A president, vice president, secretary, treasurer, and public information officer shall be elected from the representatives to the EC.
- Section 4. The representatives' term of office shall be for a period of one academic year, that being from fall through summer quarter.
- Section 5. The SAF shall be the senior advisor to the SGA.

ARTICLE IV MEETINGS

- Section 1. The EC will meet with the SAF on a bimonthly basis.
- Section 2. By majority vote, the EC may elect to become inactive during summer quarter.
- Section 3. Bimonthly meetings will be announced to the student body as a whole. Bimonthly meetings are open to any student, staff member, or board member wishing to attend.
- Section 4. The president of the SGA, the SAF, or the president of the College may call a special SGA meeting should the need arise.
- Section 5. A minimum of one representative from each division must be present to conduct any business of the EC.
- Section 6. A majority of one passes a vote. The president shall vote only to break a tie.
- Section 7. There shall be no voting by proxy except when approved at the previous meeting.
- Section 8. Motions passed by the EC shall be subject to review and remand by the SAF.

ARTICLE V DUTIES

- Section 1. The President shall:
- A. Call and preside at all EC meetings.
 - B. Be a nonvoting member of Forsyth Technical Community College Board of Trustees, and attend all board meetings and as many committee meetings as possible. No delegate may be sent in his place.
 - C. Appoint special committees or positions as he or the EC deems necessary, except vacancies on the EC.

- D. Have the power to act in the absence of the EC representatives when in the interest of the student body.
- E. Represent the SGA in all relations with school officials and with other institutions.
- F. Submit to the EC such recommendations as he deems necessary either in writing or in person.

Section 2. The Vice President shall:

- A. Be an assistant to the president and assume the duties of the president in his absence.
- B. Assume the duties of the president should the president resign his position.
- C. Oversee all committees of the EC and serve as an exofficio member of these committees unless appointed as an official committee member.
- D. Inform representatives not present at meetings of all decisions and discussions that occurred.
- E. Assist in all other areas as requested by the president.

Section 3. The Secretary shall:

- A. Maintain and distribute the minutes of all meetings of the EC.
- B. Maintain attendance records of all meetings, activities, and projects to be reviewed with the SAF.
- C. Coordinate all incoming and outgoing correspondence.
- D. Be responsible for reminding all representatives of meetings.
- E. Assist in all other areas as requested by the president.

Section 4. The Treasurer shall:

- A. Maintain the financial reports of the SGA.
- B. Assist the SAF in maintaining the inventory of all equipment and materials owned by the SGA.
- C. Submit a financial report at all regular meetings of the EC.
- D. Serve as chairperson of the budget committee.
- E. Assist in all other areas as requested by the president.

Section 5. The Public Information Officer shall:

- A. Maintain student information outlets, i.e., bulletin boards, marquee, newsletter, etc.
- B. Serve as liaison to the TECHNICALLY SPEAKING staff.
- C. Serve as chairperson on the Poster and Publicity Committee.
- D. Assist in all other areas as requested by the president.

Section 6. All representatives, including those holding office, shall:

- A. Not miss more than two regular meetings and one called meeting of the SGA per quarter.
- B. Participate in at least 75% of all SGA projects and activities.
- C. Serve on at least one committee, and miss no more than two regular committee meetings and one called committee meeting per quarter.

- D. Conduct themselves in a manner that is not detrimental to the student body, school, or community.
- E. Executive Council representatives who miss more than the maximum allowed meetings will be subject to examination by a Review Committee. (See Article IX, Section 4.)

ARTICLE VI COMMITTEES

- Section 1. Standing committees shall include:
- A. budget,
 - B. entertainment,
 - C. poster/publicity,
 - D. service projects,
 - E. fund raising,
 - F. all other committees deemed necessary by the president.
- Section 2. Inactive committees shall include:
- A. All committees not meeting on at least a quarterly basis.
- Section 3. Members of committees shall:
- A. Serve as chairperson of no more than one standing committee at a time.
 - B. Serve on no more than three standing committees at a time. (The SGA vice president shall serve as an exofficio member of all committees.)

ARTICLE VII VACANCIES

- Section 1. Upon the resignation of the president, the vice president shall fill the office of president for the remainder of the president's term.
- Section 2. Upon the resignation of any other officer, the vacancy shall be filled for the remainder of the term by vote of the EC.
- Section 3. Vacancies of a member shall be filled as expediently as possible. The selection process shall be the same as for the composition of the EC.

ARTICLE VIII GRIEVANCE PROCEDURES

- Section 1. Anyone who wishes to file a formal complaint concerning SGA/EC procedures, officers, or representatives should send a written complaint to the president or highest uninvolved officer and the SAF.
- Section 2. The grievance will then be reviewed by the officer and the SAF and may be brought before the EC unless the grievance is of a personal nature.
- Section 3. Action on any grievance is subject to review and remand by the president of Forsyth Technical Community College.

ARTICLE IX IMPEACHMENT

- Section 1. A representative is eligible for impeachment by committing any one or combination of the following:
- A. Does not have reasonable excuses for prolonged absences of those detailed in Article V, Section 6, items A, B, and C.
 - B. Does not perform the duties as assigned in the Constitution.
 - C. Exhibits conduct unbecoming of an EC member.
- Section 2. A formal written complaint must state the reason for impeachment. A copy must be sent to the SAF and the highest uninvolved officer or representative.
- Section 3. The SAF and the uninvolved highest officer or representative, plus the EC representative of longest tenure, will constitute the Review Committee.
- Section 4. The Review Committee will review the formal complaint with the representative within ten days. If the complaint is found to be valid, the Review Committee may place the representative on probation or call for impeachment proceedings by the EC.
- Section 5. The Review Committee must call a special meeting of the EC for impeachment proceedings.
- Section 6. The impeachment proceedings will be held as follows:
- A. Reason for dismissal will be read.
 - B. The highest uninvolved officer will substantiate the reason for dismissal.
 - C. The representative will explain the reason for his actions and may present any witnesses he deems necessary.
 - D. A vote will be taken and the majority will rule.

ARTICLE X AMENDMENTS

Amendments to this Constitution shall be proposed by a representative of the EC or the SAF at a meeting. Such amendments shall become a valid part of this Constitution when approved by two-thirds of all members at a duly announced meeting and approved by the president of Forsyth Technical Community College. Voting on such amendment may not occur during the same meeting in which amendments were proposed.

